

[Date]

[Member Name]

[Address]

[City, State, Zip Code]

Subject: Important Notice Regarding Your Membership Account

Dear [Member Name],

We are writing to inform you that we have not yet received your payment for your [Gym/Facility Name] membership dues for the period of [Billing Period].

Our records indicate that an outstanding balance of \$[Amount Due] is currently past due. It is possible that this was simply an oversight or due to expired payment information on file.

Please take a moment to settle this balance to ensure your gym access remains uninterrupted. You can make a payment through one of the following methods:

- Online via our member portal: [Link]
- By phone: [Phone Number]
- In person at the front desk

If you have already sent your payment, please disregard this notice. If you believe there is an error with your account or if you need to update your credit card information, please contact us immediately.

Thank you for being a valued member of [Gym/Facility Name].

Sincerely,

[Your Name/Billing Department]

[Gym/Facility Name]

[Phone Number]

[Email Address]