

[Current Date]

[Member Full Name]

[Member Address]

[City, State, Zip Code]

Subject: First Notice - Outstanding Balance for Membership [Membership Number]

Dear [Member Name],

This letter is a friendly reminder regarding your membership account at [Gym Name]. According to our records, your account currently has an outstanding balance of \$[Amount].

The balance consists of the following:

- Monthly Dues: \$[Amount] (For period: [Date Range])
- Late Fees: \$[Amount]
- Total Due: \$[Total Amount]

We understand that payment deadlines can sometimes be missed. We kindly ask that you settle this balance by [Due Date] to ensure your gym access remains uninterrupted. You can make a payment through our online portal, at the front desk, or by calling us at [Phone Number].

If you have already sent your payment, please disregard this notice. If you believe there is an error with your account or if you are experiencing financial difficulties, please contact us so we can discuss available options.

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

Sincerely,

[Manager Name/Billing Department]

[Gym Name]

[Gym Phone Number]