

[Your Name/Gym Name]
[Gym Address]
[City, State, Zip Code]
[Date]

[Member Name]
[Member Address]
[City, State, Zip Code]

Subject: Friendly reminder regarding your membership account

Dear [Member Name],

We hope you are enjoying your workouts and staying healthy!

We are reaching out because we noticed that we haven't received your membership payment for the month of [Month]. This may have been an oversight, or perhaps your payment information on file needs to be updated.

To ensure your gym access remains uninterrupted, could you please take a moment to review your account? You can settle the balance through any of the following methods:

- Logging into your member portal at [Website URL]
- Visiting the front desk during your next visit
- Calling us at [Phone Number]

If you have already made this payment, please disregard this message. If you are experiencing any technical issues or have questions regarding your account, please let us know so we can help.

Thank you for being a valued member of our fitness community!

Best regards,

[Your Name/Signature]
[Title/Gym Management]