

[Current Date]

[Member Name]

[Member Address]

[City, State, Zip Code]

Subject: Friendly Reminder Regarding Your Membership Dues

Dear [Member Name],

We hope you are enjoying your workouts and making great progress toward your fitness goals at [Club Name]!

This is a friendly reminder that we have not yet received your membership payment for the period of [Billing Period]. According to our records, your balance of \$[Amount Due] is currently overdue.

We understand that life gets busy and things can sometimes be overlooked. You can settle your balance using one of the following methods:

- Pay online through our member portal at [Website Link].
- Pay in person at the front desk during your next visit.
- Call us at [Phone Number] to process a payment over the phone.

If you have already sent your payment, please disregard this notice. If you believe there is an error or if you are experiencing any issues with your account, please let us know so we can help resolve it immediately.

Thank you for being a valued member of our community. We look forward to seeing you at the gym soon!

Best regards,

[Your Name/Department]

[Club Name]

[Phone Number]

[Email Address]