

[Date]

[Member Name]

[Address]

[City, State, Zip Code]

Subject: Gentle Reminder: Membership Payment Overdue

Dear [Member Name],

This is a friendly reminder that we have not yet received your membership payment for the period of [Billing Period]. Our records show an outstanding balance of [Amount Due].

It is possible that this payment was simply overlooked or that your payment information needs updating. We kindly ask that you settle the balance at your earliest convenience to ensure your access to [Health Club Name] 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 made this payment, please disregard this notice. If you are experiencing any issues with your account or have questions, please feel free to contact us.

Thank you for being a valued member of our club.

Best regards,

[Your Name/Billing Department]

[Health Club Name]

[Contact Information]