

[Your Name/Agency Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: Notice of Unresolved Debt - [Fitness Club Name]

Account Number: [Account Number]
Total Balance Due: \$[Amount]

Dear [Member Name],

This letter serves as formal notification that your account with [Fitness Club Name] is currently past due. Our records indicate an outstanding balance of \$[Amount], which includes [membership fees/late fees/cancellation charges].

Despite previous attempts by the club to resolve this matter, the balance remains unpaid. We would like to offer you the opportunity to settle this debt voluntarily to avoid further collection activity or potential impact on your credit standing.

Please remit the full payment by [Date] using one of the following methods:

- Online: [Website URL]
- Phone: [Phone Number]
- Mail: Please make checks payable to [Payee Name] and send to the address listed above.

If you believe this balance is in error or if you have already made this payment, please contact our office immediately at [Phone Number] to provide documentation so we can update our records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature/Name]
[Title]