

[Your Fitness Center Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: NOTICE OF OVERDUE ACCOUNT - Membership Number: [Membership Number]

Dear [Member Name],

We are writing to inform you that your fitness membership account is currently in arrears. According to our records, your payment for the period of [Date Range] is now overdue.

Account Summary:

- Outstanding Balance: \$[Amount]
- Due Date: [Original Due Date]

We understand that sometimes payments can be missed. If you have already made this payment, please disregard this letter. If not, we kindly ask that you settle the outstanding balance by [Date] to ensure your membership access remains active.

You can make a payment through the following methods:

- Online via our member portal: [Link]
- By phone: [Phone Number]
- In-person at the front desk

If you are experiencing financial difficulties or believe there is an error with your billing, please contact our accounts department immediately at [Phone Number] so we can discuss a resolution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Title]
[Your Fitness Center Name]