

[Current Date]

[Member Name]

[Member Address]

[City, State, Zip Code]

Subject: Overdue Balance Reminder - Membership #[Member Account Number]

Dear [Member Name],

This is a friendly reminder that your health club membership account currently has an outstanding balance of \$[Amount Due]. This balance was due on [Due Date].

To ensure your access to the facilities remains uninterrupted, please settle this payment at your earliest convenience. You can make a payment through one of the following methods:

- Online via our member portal: [Website URL]
- 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 technical difficulties or have questions regarding your statement, please contact our billing department at [Email/Phone Number].

Thank you for being a valued member of [Health Club Name].

Sincerely,

[Sender Name]

[Title/Department]

[Health Club Name]