

[Your Name/Fitness Center Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Member Name]

[Member Address]

[City, State, Zip Code]

Subject: Payment Request for Outstanding Balance - Account #[Member ID]

Dear [Member Name],

We are writing to remind you that your fitness center account currently has an outstanding balance of \$[Amount]. This balance was due on [Due Date].

According to our records, the following fees remain unpaid:

- Monthly Membership Fee ([Month]): \$[Amount]
- Late Fees (if applicable): \$[Amount]
- Other Charges: \$[Amount]

To ensure your membership remains active and to avoid any interruption in your access to the gym facilities, please make a payment as soon as possible. You can pay via the following methods:

- Online through our member portal at [Website URL]
- In-person at the front desk
- Over the phone by calling [Phone Number]

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our billing department immediately so we can assist you.

Thank you for being a valued member of [Fitness Center Name].

Sincerely,

[Your Name/Signature]

[Title/Department]

[Fitness Center Name]