

[Your Organization Name]
[Address Line 1]
[Address Line 2]
[Date]

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

Subject: Reminder: Outstanding Membership Dues - [Member ID/Account Number]

Dear [Member Name],

We hope this letter finds you well. Thank you for being a valued member of [Organization Name].

According to our records, your membership dues for the period of [Period, e.g., 2023-2024] remain unpaid. Our records show an outstanding balance of \$[Amount]. This payment was due on [Due Date].

To ensure your membership benefits remain active without interruption, please submit your payment as soon as possible. You can settle your balance through the following methods:

- **Online:** Visit [Website URL] and log into your portal.
- **Mail:** Send a check payable to "[Organization Name]" to the address listed above.
- **Phone:** Call us at [Phone Number] to pay via credit card.

If you have already sent your payment, please disregard this notice. If you believe there is an error in our records or if you are experiencing financial difficulties, please contact us at [Email/Phone Number] so we can assist you.

Thank you for your continued support of [Organization Name].

Sincerely,

[Your Name/Signature]
[Your Title]
[Organization Name]