

Subject: Friendly Reminder: Regarding your [Membership Name] membership

Dear [Member Name],

We hope you are enjoying your membership with [Organization/Club Name]!

We are reaching out because we noticed that we haven't received your membership payment for the period of [Date/Period]. It is possible that this was simply overlooked or that your payment information needs updating.

To ensure your access to [List 1-2 Benefits] remains uninterrupted, please take a moment to settle the balance of [Amount] by [Date].

You can make your payment through the following methods:

- Online: [Link to Payment Portal]
- Phone: [Phone Number]
- In-person: [Address, if applicable]

If you have already sent your payment, please disregard this message. If you are experiencing any issues with the payment process or have questions regarding your account, please reply to this email or call us at [Phone Number]. We are happy to help.

Thank you for being a valued member of our community!

Best regards,

[Your Name/Department]
[Organization Name]