

[Date]

[Member Name]

[Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Membership Dues Update

Dear [Member Name],

We hope you are enjoying your membership with [Organization Name].

This is a friendly note to let you know that we have not yet received your membership dues for the [Year/Period] period, which were due on [Due Date].

Our records indicate an outstanding balance of \$[Amount].

To ensure your membership remains active and you continue to receive your benefits, please submit your payment at your earliest convenience. You can pay using one of the following methods:

- Online: [Link to Payment Portal]
- By Phone: [Phone Number]
- By Mail: [Mailing Address for Checks]

If you have already sent your payment, please disregard this letter. If you have any questions or if there has been an error, please contact us at [Email Address] or [Phone Number].

Thank you for being a valued part of our community.

Best regards,

[Your Name/Signature]

[Your Title]

[Organization Name]