

[Date]

[Member Name]

[Member Address]

[City, State, Zip Code]

Subject: Initial Notice of Outstanding Membership Dues

Dear [Member Name],

We are writing to remind you that we have not yet received payment for your [Club Name] membership dues for the period of [Billing Period]. According to our records, your account currently has an outstanding balance of \$[Amount].

It is possible that this payment was simply overlooked. We kindly ask that you settle this balance at your earliest convenience to ensure your membership remains active and that you continue to have full access to our facilities and services.

Payment Details:

- **Account Number:** [Account Number]
- **Amount Due:** \$[Amount]
- **Due Date:** [Original Due Date]

You may make your payment through the following methods:

- Online via our member portal: [Website Link]
- In person at the club reception desk.
- By mailing a check to: [Mailing Address]

If you have already sent your payment, please disregard this notice. If you believe there is an error regarding your account, or if you are experiencing difficulties making a payment, please contact our membership office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter and for being a valued member of [Club Name].

Sincerely,

[Your Name/Department]

[Club Name]

[Contact Information]