

Date: [Insert Date]

To:

[Member Name]

[Member Address]

[City, State, Zip Code]

Subject: Notice of Outstanding Club Dues

Dear [Member Name],

We are writing to you regarding your membership with [Club Name]. Our records indicate that your account currently has an outstanding balance of \$[Amount Due].

This balance consists of the following:

- **Dues Period:** [Start Date] to [End Date]
- **Amount:** \$[Amount]
- **Late Fees (if applicable):** \$[Amount]

It is possible that this payment was simply overlooked. If you have already sent your payment, please disregard this notice and accept our thanks.

Otherwise, please remit payment by [Due Date] to ensure your membership remains in good standing. You can make a payment through the following methods:

- **Online:** [Link to Payment Portal]
- **By Mail:** Send a check payable to [Club Name] to [Mailing Address]
- **In Person:** Visit the front desk at [Club Location]

If you are experiencing financial difficulties or believe there is an error in our records, please contact us immediately at [Phone Number] or [Email Address] so we can discuss a resolution.

Thank you for your prompt attention to this matter and for your continued support of [Club Name].

Sincerely,

[Your Name/Department]

[Club Name]

[Phone Number]