

[Date]

[Member Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Reminder: Outstanding Organization Fees for [Account Number/Member ID]

Dear [Member Name],

This is a friendly reminder regarding your membership fees with [Organization Name]. Our records indicate that your account currently has an outstanding balance of [Amount Due], which was due on [Due Date].

We understand that life can get busy and this may have simply been overlooked. If you have already sent your payment, please disregard this notice and accept our thanks.

To keep your membership active and continue enjoying your benefits, please submit your payment through one of the following methods:

- **Online:** [Link to Payment Portal]
- **Phone:** [Phone Number]
- **Mail:** Send a check to [Mailing Address]

If you are experiencing any difficulties or believe there is an error in our records, please contact our billing department at [Email Address] or [Phone Number]. We are happy to assist you.

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

Sincerely,

[Your Name]

[Your Title]

[Organization Name]