

[Your Gym Name]  
[Gym Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Member Name]  
[Member Address]  
[City, State, Zip Code]

**RE: SECOND NOTICE - Overdue Membership Balance**

Dear [Member Name],

We are writing to you regarding your membership account, which remains past due. This is our second attempt to contact you regarding the outstanding balance of \$[Amount].

Our records indicate that your account is now [Number] days overdue. To date, we have not received payment or a response to our previous correspondence sent on [Date of First Letter].

**Account Summary:**

Membership ID: [Member ID]  
Outstanding Balance: \$[Amount]  
Due Date: [Original Due Date]

Please be advised that continued delinquency may result in the temporary suspension of your gym access and the assessment of late fees. We value your membership and would like to help you resolve this matter as soon as possible.

You can clear your balance by:

1. Visiting the front desk during staffed hours.
2. Logging into your member portal at [Website URL].
3. Calling us at [Phone Number] to pay over the phone.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our billing department immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]  
[Your Gym Name]