

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

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

RE: SECOND WARNING - OVERDUE MEMBERSHIP FEES

Dear [Member Name],

We are writing to you regarding your membership account #[Account Number].

Our records show that we have not yet received payment for your overdue balance, despite our previous notice sent on [Date of First Notice]. As of today, your total outstanding balance is **[\$Amount Due]**.

This balance includes:

- Unpaid Monthly Dues: \$[Amount]
- Late Fees: \$[Amount]

Please be advised that your gym access has been suspended effective immediately. To reactivate your membership and avoid further action, please settle the full balance within [Number, e.g., 7] days of the date of this letter.

Payment Options:

- Pay online via our member portal: [Website URL]
- Pay by phone: [Phone Number]
- Pay in person at the front desk.

If you have already made this payment, please disregard this letter. If you are experiencing financial difficulties or believe there is an error in our records, please contact our billing department immediately at [Phone Number] or [Email Address].

Failure to resolve this debt may result in your account being referred to an external collection agency.

Sincerely,

[Sender Name]
[Title/Department]
[Gym Name]