

[Your Name/Gym Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Date]

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

**Subject: FINAL NOTICE PRIOR TO LEGAL ACTION - Membership #[Membership Number]**

Dear [Member Name],

This letter serves as a formal notification regarding your overdue gym subscription balance. According to our records, your account remains unpaid despite previous reminders.

**Outstanding Balance: \$[Amount]**

Please be advised that this is your final notice before your account is referred to a third-party debt collection agency. Such action may negatively impact your credit rating and result in additional administrative fees or legal costs.

To prevent further action, please submit your payment in full by [Deadline Date]. Payments can be made via [Payment Method/Online Portal Link] or by visiting the front desk.

If you have already made this payment or believe there is an error in our records, please contact us immediately at [Phone Number] or [Email Address] to resolve this discrepancy.

We value your membership and would prefer to resolve this matter amicably.

Sincerely,

[Your Name/Title]  
[Gym Name]