

{Date} {Member Name} {Member Address} {City, State, Zip Code} Re: SECOND NOTICE - FINAL DEMAND FOR PAYMENT Member Account Number: {Account Number} Dear {Member Name}, We are writing to you regarding your overdue balance with {Gym Name}. Despite our previous notice dated {Date of First Letter}, your account remains in arrears. Our records indicate a total outstanding balance of: \${Amount Due}. This amount includes your monthly membership fees and any applicable late charges accrued to date. Your access to the gym facilities has been suspended and will remain deactivated until the full balance is paid. Please submit your payment immediately via one of the following methods: - Online portal: {Website URL} - Phone: {Phone Number} - In-person at the front desk. Failure to resolve this debt within {Number of Days} days may result in your account being transferred to an external collection agency. This action could negatively impact your credit rating and involve additional legal or collection costs. If you have already sent your payment, please disregard this letter. If you are experiencing financial hardship and wish to discuss a payment plan, please contact our accounts department immediately. Sincerely, The Collections Department {Gym Name} {Contact Email} {Phone Number}