

**Date:** [Insert Date]

[Member Name]

[Member Address]

[City, State, Zip Code]

Member ID: [Insert Membership Number]

**Subject: SECOND NOTICE: Overdue Balance for [Gym Name] Membership**

Dear [Member Name],

We are contacting you regarding your membership subscription with [Gym Name]. Our records show that we have not yet received payment following our previous notice sent on [Date of First Letter].

As of today, your account remains in arrears with a total outstanding balance of: **[\$Amount Due]**.

This balance consists of:

- Subscription Fees: **[\$Amount]**
- Late Payment Charges: **[\$Amount]**

Please be advised that your club access has been temporarily suspended until the balance is cleared. To restore your membership, please make a payment immediately via one of the following methods:

- Online Member Portal: [Link]
- By Phone: [Phone Number]
- In Person: At the front desk of your local branch.

If you have already made this payment within the last 48 hours, please disregard this letter. If you are experiencing financial difficulties, please contact us immediately to discuss a payment plan.

Failure to settle this balance within [Number] days may result in your account being referred to a third-party collection agency.

Sincerely,

[Name/Department]

[Gym Name]

[Contact Email]

[Contact Phone Number]