

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

[Date]

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

RE: SECOND NOTICE - OUTSTANDING MEMBERSHIP ARREARS

Membership Number: [Member ID Number]

Dear [Member Name],

We are writing to you further to our previous notice dated [Date of First Letter] regarding the unpaid balance on your gym membership account. According to our records, your account remains in arrears.

The outstanding balance currently totals **[\$Amount]**. This amount includes your monthly dues for [Month/Period] and any applicable late fees.

We value your membership and would like to help you resolve this matter so you can continue to enjoy our facilities. Please make a payment immediately via one of the following methods:

- Online through our member portal at [Website URL]
- By calling our billing department at [Phone Number]
- In person at the front desk

If you have already made this payment within the last 48 hours, please disregard this letter. If you are experiencing financial difficulties or believe there is an error with your billing, please contact us as soon as possible to discuss a payment plan or to rectify the discrepancy.

Please be advised that continued failure to settle your arrears may result in the temporary suspension of your club access and further collection actions.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Name of Sender]

[Title/Position]
[Gym Name]