

[Your Name/Club Name]
[Club Address]
[City, State, Zip Code]
[Date]

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

Subject: SECOND NOTICE: Overdue Fitness Club Membership Fees

Dear [Member Name],

This is a formal follow-up to our previous notice regarding your overdue fitness club membership fees. As of today, our records show that your account remains past due for the following period: [Billing Period].

Account Details:

Membership Number: [Membership ID]
Total Amount Due: \$[Amount Due]
Due Date: [Original Due Date]

We value your membership and would like to help you resolve this matter immediately to avoid any interruption to your gym access. Please submit your payment through our online portal, at the front desk, or by calling our billing department at [Phone Number].

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 us as soon as possible to discuss payment arrangements.

Failure to settle the outstanding balance within [Number] days may result in the temporary suspension of your membership privileges.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Club Name]