

[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 - Overdue Balance for Membership Account: [Account Number]

Dear [Member Name],

We are writing to follow up on our previous notice dated [Date of First Letter] regarding the outstanding balance on your gym membership account. According to our records, your account remains in arrears for the amount of \$[Amount Owed].

This balance consists of the following:

- Monthly Dues: \$[Amount]
- Late Fees: \$[Amount]
- Total Outstanding: \$[Total Amount]

We value your membership and would like to help you resolve this matter. Please make a payment immediately via our online portal, by phone, or in person at the front desk. If you are experiencing financial difficulties, please contact us so we can discuss a potential payment arrangement.

Please be advised that continued non-payment may result in the suspension of your gym access and the referral of your account to an external collection agency. We wish to avoid these steps and encourage you to settle this balance by [Date - e.g., 7 days from now].

If you have already made this payment, please disregard this letter.

Sincerely,

[Your Name/Signature]
[Title/Department]
[Gym Name]