

**Date:** [Insert Date]

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

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

Dear [Member Name],

This is a formal reminder that your gym membership account is now significantly past due. We previously contacted you regarding your outstanding balance on [Date of First Notice], but we have not yet received payment or a response.

**Account Details:**

- Account Number: [Member ID]
- Past Due Amount: \$[Amount]
- Due Date: [Original Due Date]

To avoid any disruption to your gym access or further collection actions, please submit your payment immediately. You can pay your balance through our online member portal, by phone at [Phone Number], or in person at the front desk.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact us so we can discuss a potential payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Billing Department]  
[Gym Name]  
[Phone Number]  
[Email Address]