

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

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

Subject: SECOND NOTICE - Overdue Membership Arrears

Dear [Member Name],

We are contacting you regarding your membership account (Account Number: [Account Number]). As of today, our records show that your account remains in arrears for the amount of [Total Amount Owed].

We previously sent a notice on [Date of First Notice] regarding this balance, but we have not yet received payment or a response from you.

Please be advised that your gym access may be suspended if payment is not received by [Deadline Date]. To ensure your membership remains active, please settle the outstanding balance using one of the following methods:

- Online via our member portal
- By phone at [Phone Number]
- In person at the front desk

If you have already made this payment, please disregard this letter. If you are experiencing financial difficulties and would like to discuss a payment plan, please contact us immediately.

Sincerely,

[Your Name/Gym Manager]
[Gym Name]