

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

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

Subject: SECOND NOTICE: Unresolved Arrears for Membership #[Member Number]

Dear [Member Name],

We are contacting you again regarding the outstanding balance on your gym membership account. Our records indicate that we have not yet received payment following our initial reminder sent on [Date of First Letter].

As of today, your total overdue balance is **\$(Amount)**. This amount includes your monthly membership fees for [Month/Period] and any applicable late charges.

We value your membership and would like to help you resolve this matter quickly to ensure your access to the gym remains uninterrupted. Please settle this balance within [Number] days via one of the following methods:

- Online via our member portal: [Link]
- In person at the front desk
- Over the phone by calling: [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 with your account, please contact us immediately so we can discuss a payment arrangement.

Failure to settle this debt may result in the temporary suspension of your gym access and further collection actions.

Sincerely,

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