

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

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

**Subject: URGENT SECOND REMINDER: Overdue Balance for Account #[Account Number]**

Dear [Member Name],

This is an urgent follow-up to our previous notice regarding your outstanding gym membership balance. Our records indicate that your account remains past due in the amount of \$[Amount].

As of today, your balance includes fees for the following period(s): [List Months/Dates].

Please be advised that failure to settle this balance immediately may result in the following actions:

- Temporary suspension of gym access and member privileges.
- Late payment penalties or administrative fees.
- Referral of your account to a formal collection agency.

If you have already sent your payment, please disregard this notice. Otherwise, please make a payment via our mobile app, website, or at the front desk immediately.

If you are experiencing financial difficulties or believe there is an error in our records, please contact our billing department at [Phone Number] or [Email Address] today to discuss a resolution.

We value your membership and look forward to resolving this matter promptly.

Sincerely,

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