

Dear [Member's Name],

We hope this message finds you well. This is a friendly reminder that your annual dues for [Club Name] are due on [Due Date].

As a valued member, your contributions are essential to the continued success and activities of our club. Please ensure your payment of [Amount] is submitted by the due date to maintain your membership status.

Payment can be made via [Payment Methods]. If you have already submitted your dues, please disregard this reminder. If you have any questions or concerns, feel free to contact us at [Contact Information].

Thank you for your ongoing support!

Sincerely,
[Your Name]
[Your Position]
[Club Name]