

# Membership Dues Collection Request

Dear [Member's Name],

We hope this message finds you well. As a valued member of [Club Name], we would like to remind you that the membership dues for the year [Year] are now due. Your contribution is vital for the continued success and activities of our club.

Please find the details of your membership dues below:

- **Membership Type:** [Membership Type]
- **Amount Due:** [Amount]
- **Due Date:** [Due Date]

We would appreciate if you could make the payment by the due date to avoid any disruptions to your membership. Payments can be made via [Payment Method], or you may contact us for alternative options.

If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information]. Thank you for your prompt attention to this matter, and for your continued support of [Club Name].

Sincerely,

[Your Name]  
[Your Position]  
[Club Name]  
[Contact Information]