

Dear [Member's Name],

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

The total amount due is [Amount]. Please ensure that your payment is made by the due date to continue enjoying the benefits of your membership.

You can make your payment via [Payment Method(s)] or visit us at [Payment Location].

If you have any questions or need assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for being a valued member of our community!

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