

# Friendly Reminder

Dear [Member's Name],

We hope this message finds you well! As a valued member of our social club, we wanted to remind you that your annual membership payment of **[\$Amount]** is due on **[Due Date]**.

Please ensure your payment is submitted by the due date to continue enjoying all the benefits and activities our club offers.

If you have already made your payment, please disregard this notice. If you have any questions or if we can assist you in any way, feel free to reach out to us at **[Contact Information]**.

Thank you for being a part of our community!

Warm regards,

[Your Name]

[Your Position]

[Social Club Name]