

Payment Follow-up for Exercise Class

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder regarding your payment for the upcoming exercise classes.

As of today, we have not yet received your payment of [Amount] which was due on [Due Date]. Please ensure that your payment is processed at your earliest convenience to secure your spot in the classes.

If you have already made the payment, please disregard this notice. Otherwise, if you have any questions or concerns regarding the payment process, feel free to reach out.

Thank you for your attention to this matter, and we look forward to seeing you in class!

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]