

# Fitness Center Overdue Payment Notification

Dear [Member Name],

We hope this message finds you well. This is a reminder that your payment for the fitness center membership, which was due on [Due Date], has not yet been received.

As of today, your account shows an outstanding balance of [Amount]. We kindly ask you to settle this payment at your earliest convenience to avoid any interruptions to your membership.

You can make your payment through our website or visit the front desk during operating hours. If you have already made the payment, please disregard this notice.

If you have any questions or concerns regarding your account, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your immediate attention to this matter.

Sincerely,  
[Your Fitness Center Name]  
[Contact Information]