

# Fitness Facility Billing Reminder

Dear [Member Name],

We hope this message finds you well. This is a friendly reminder that your upcoming billing for your membership at [Facility Name] is scheduled for [Billing Date]. The total amount due is [Amount Due].

Please ensure that your payment method is up to date to avoid any interruptions in your membership. You can update your payment information by logging into your account on our website or by visiting us at the front desk.

If you have any questions or concerns regarding your account, feel free to contact us at [Contact Information]. Thank you for being a valued member of [Facility Name]!

Best regards,  
[Your Name]  
[Your Position]  
[Facility Name]  
[Facility Address]  
[Facility Phone Number]