

# Payment Request for Membership at [Recreational Center Name]

Date: [Insert Date]

To: [Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

We hope this message finds you well. This letter serves as a friendly reminder regarding your membership payment at [Recreational Center Name]. As of today, we have not yet received your payment, which was due on [Insert Due Date].

Your ongoing support is vital to us and allows us to continue providing excellent facilities and programs. The total amount due is [Insert Amount]. Please make your payment by [Insert Final Payment Date] to avoid any late fees.

Payments can be made via [specify payment methods, e.g., online, check, in-person]. If you have already made your payment, please disregard this notice.

Thank you for your attention to this matter. If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Recreational Center Name]

[Contact Information]