Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

This is an official payment reminder sent to you on behalf of XYZ Health Club. Your monthly payment for January is still due. Since the last date for the submission of the monthly fees has passed, you have to pay the bill along with a fine of 15% according to the club's rules. Therefore, your total outstanding amount now equals $245.60.

We hope to receive the payment within the next couple of days. Any further delay may result in the cancellation of your membership. However, in case you are facing a difficulty making the due payment, we are willing to offer our assistance to you. The club values all of its clients and believes in making them feel comfortable in every way. Therefore, a more suitable payment plan can be arranged by us in order to make it more convenient for you to clear the bill.

We hope to receive your response soon. You may contact us through email or connect with our customer care service at 1112345678.

Regards,  
Your name