To: Recipient Name

From: Your Name

CC: CC Name

According to our records, your account shows an outstanding balance of $500/- membership fees for 2 months. This payment is now overdue by 1 month and 10 days. We would like to remind you to clear these dues in order to continue to avail the club's services and facilities.

Kindly make your payment as soon as possible. Failure to do so will compel us to cancel your membership as per the rules of the club. However, we hope we do not have to resort to such a serious action. The club does not want to lose a valuable client like yours.

You may contact us for any kind of assistance regarding the matter. We hope to hear from you soon.

With thanks