Date:

Details of the recipient  
Name  
Contact details  
Address

**Subject: reminder letter for the due payment**

Dear Mr. ABC,

You know that the summer season is approaching, and we collect membership fees at the onset of the summer season. Because we have made special arrangements to maintain social distancing at the gym, the membership fee of the gym this year is a bit higher. The annual membership fee of the gym this year is 200$ inclusive of taxes. Most of the people have already paid their fees and started to visit the gym regularly.

Please pay the amount mentioned on your statement by the end of this month. This will enable you to continue your membership. In case you have any queries regarding this reminder, you can contact us at our official contact numbers. We wish you the best of luck and fitness.

Regards,

Name of the representative of the gym

Signatures