60 Day Past Due Letter

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipient Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Recipient Street:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Recipient City, State and ZIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

you are receiving this statement because you have a past due balance. You have not made payments or set up a payment plan since the previous past due notice. Payments for statements are due by the \_\_\_\_\_\_day of each month. The chapter would greatly appreciate payment in full for your balance. If payment has not been received or a payment plan agreed to in the next \_\_\_\_\_\_\_day, further collection efforts and possible financial suspension will result. Please contact me promptly to avoid further action.

If you have a question about your statement please do not hesitate to contact me. My e- mail address is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thanks in advance for your prompt attention to this matter. We greatly appreciate your support of Sigma Chi Fraternity.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Quaestor Signature)