



Recipient Name
Recipient Street
Recipient City, State and ZIP

[Date]

Dear [name],

This letter is to inform you about your previous balance due the Sigma Chi [Chapter Name] Chapter at [School Name]. The attached billing statement shows your history and current balance due of \$[balance due]. I would appreciate your payment of this money owed and need to hear from you within the next 10 days.

If I do not hear from you I will be forced to begin the process of turning this matter over to a collection agency. This is not something I want to do, and I'm sure you would like to avoid, but given the delinquency of the account I don't have any other options.

E-mail me at [e-mail address] if you have any questions.

I look forward to your attention to this matter.

Sincerely,

[Your name]
Treasurer

Cc: [Chapter Name] House Corporation