



Recipient Name
Recipient Street
Recipient City, State and ZIP

[Date]

Dear Name,

You are receiving this statement because you have a past due balance. It appears you have overlooked payment of your bill from us. Payments for statements are due by the 10th of each month. The chapter would greatly appreciate payment in full for your balance so that we do not have to cancel or suspend planned activities.

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

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

Sincerely,

[Your Name Here]
Treasurer