



Date:

Recipient:

Dear _____,

This letter serves as notice of an outstanding debt that remains on your Delta Gamma account. According to greekbill, you have an outstanding debt of \$_____. The total amount is due immediately per the Dues & Fees contract you signed at the beginning of the year.

If your total balance is not paid in full within the next 14 days, the chapter has the right to process your debt with the collection service authorized by Delta Gamma Fraternity, Parson-Bishop.

Your prompt attention to this matter is required. You can avoid having your account transferred to collections in one of two ways:

1. Pay your bill in its entirety online through your greekbill account
2. Pay your bill in its entirety via check to greekbill directly:

Greekbill, P.O. Box 639550, Cincinnati, OH 45263-9550

If a check is mailed, please include your chapter name in the memo area and alert the chapter by e-mail that your check is in route. No partial payments will be accepted.

Thank you,

vice president: finance

_____ Chapter

Cc: Chapter Financial Adviser
Chapter Honor Board
vice president: social standards