



Past Due Account Notice

Date: _____

Recipient: _____

Upon further review, your greekbill account shows you have an open balance. Please remit payment as soon as possible. If you are unable to pay in full at this time, please reach out to me for payment options.

If you have any documents or correspondence that show you have fulfilled your obligation, please provide those as soon as possible.

If we do not hear from you within 14 days, we may move forward in the collection process.

Thank you,

vice president: finance

_____ chapter

CC: advisory team chair
 chapter financial adviser
 Honor Board adviser
 chapter president
 vice president: social standards