ORG NAME

\_\_\_\_\_\_\_ Chapter

ADDRESS

ADDRESS

DATE

Greetings NAME-

My name is XXXXXXX and I serve the XXXXX Chapter of ORGANIZATION as the POSITION. I joined the executive board in DATE and have been working hard to ensure the chapter is in a sound financial state. INSERT MORE INFORMATION ABOUT THE CHAPTER AS NEEDED.

It is the beginning of the 2022-2023 academic year and the chapter is looking to collect all outstanding dues. Based on the records in OmegaFi, you currently owe money to the chapter. Specifically, you owe $XXXXXX. There is a bill sent to you each month with the amount owed so this should not be a surprise to you. Additionally, I currently have no notes or records of any payment plans or agreements from you.

I am writing this letter to ask you to reach out to me via email (INSERT EMAIL) with your plan of action to pay off the outstanding balances on your account. I would like to hear back from you by DATE.

The chapter has the authority and right to send any member or past member to collections through the agreement with OmegaFi and with the chapter. Being sent to collections means an outside agency will be contacting you until they are able to create a payment plan with you to pay off your debts owed. Being sent to collections harms your credit score. Collections remains on your credit report for up to seven years. Credit scores are what allow you to apply for and be approved for credit cards, car loans, mortgages, bank loans, and so forth. Being sent to collections means you will have difficulty with being able to obtain credit from any entity. Additionally, Collections adds on additional fees to your current balance as payment for their services which means you will end up paying more than you already owe.

To be clear, I want to be able to work with you to create a plan that will help you pay off the outstanding balances. It would be my goal to create something we can both agree to. I hope that this can be the case so the chapter does not need to resort to collections. If I do not receive written communication from you by DATE, I will work with OmegaFi to send your account to collections.

I look forward to hearing from you via email.

Thank you,

NAME

CHAPTER, ORG, POSITION

EMAIL