***Chapter Name***

**Address**

**NOTICE TO PAY DUES AND/OR ASSESSMENT**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sister/Brother \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice is hereby given, that the dues for the year that you owe to our Chapter become due and payable on the first day of January each year. Please be reminded that on the date of this notice, your indebtedness to the Chapter amounting to:

Dues $\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessments $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has not been paid.

The immediate payment of your delinquent indebtedness to the Chapter would be gratefully appreciated. Please return this notice with our check or money order made payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_.

Fraternally,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary

(Seal)