

_____ / _#_____

Chapter's Name

Letter of Notice

_____ **Date**

Dear _____,

This letter serves as notice that the above-named member of

_____ # _____ has not met her/his financial
Chapter's Name

obligation because of non-payment of dues. The amount owed is as follows:

\$ _____
Chapter Dues

\$ _____
District Dues

\$ _____
Grand Chapter Dues

The total amount due as of _____ is \$ _____.
Date Amount

Please note that all dues must be paid before May 1 to be considered a member in good standing. No member is entitled to vote in elections, hold office, attend Grand Session nor receive relief benefits who has not paid ALL Dues.

_____ **Worthy Matron's Signature**

_____ **Secretary's Signature**

_____ **Contact Address**

_____ **Contact Address**

_____ **Phone # where you can be reached**

_____ **Phone # where you can be reached**