

Sample Past Due Letter

Parents Name
Address
State, City Zip

December 8, 2011

Dear _____,

Before your daughter _____, a registered member of Troop # _____ participated in the 2011 MagNut Program, you signed a permission form assuming full responsibility for the payment of this account. Our troop records indicate that you have an outstanding balance of \$ _____ due for the nuts and candy you received and/or the magazine subscriptions you turned in as part of the 2011 Girl Scout Western Pennsylvania's MagNut Program.

Payment is due to the troop by December 15, 2011 or the account will be turned over to Girl Scouts Western Pennsylvania for collection. You will be liable for the amount not paid, plus all collection costs incurred by Girl Scouts Western Pennsylvania in the collection of this debt.

If you have any questions, you may contact me at _____

Sincerely,
(Your Signature)
(Your position i.e. Leader Tr # 00000)

cc: Troop Leader
Service Unit MagNut Manager
Coordinator Product Sales - GSWPA