

Attachment B

Sample Second Letter

Name Address

Re: Second Notice of Dishonored Check

Dear :

This letter is to inform you that your check number xxxxxx made payable to the Eastern Center for Arts and Technology in the amount of xxxxxx was returned to us for insufficient funds. Please bring cash or send a certified check or money order in the amount of xxxxxxxx no later than ten (10) days from the date of this letter. This amount reflects the original check plus a service charge of \$30.00 per returned check.

Please remit the payment to the following address:

Please note that this payment was submitted to be applied towards xxxxxxxxxxxx.

[For trip and activity payments, add the following language: In addition, if there was a waiting list for the activity or trip, your student has been removed from the participant list to allow another student to participate.!

[For summer school tuition payments, add the following language: In addition, your student will not be permitted to return to class until after replacement funds have been received.]

This is the second notice we are sending you. If you fail to submit payment within 10 days, EASTERN may elect to forward this matter to a third party to undertake collection efforts.

Thank you in advance for your prompt attention to this matter. If you have any questions, please contact me at xxxxxxxxxxxx.

Sincerely, xxxxxxxxxxxxxxxxxxxxxx