

Attachment C

Sample Annual Letter

Name Address

Re: Notice of Dishonored Check

Dear :

As the new school year begins, please be advised that your child has an outstanding balance owed to the Eastern Center for Arts and Technology in the amount of xxxxxxx. Please note that this payment was submitted to be applied towards xxxxxxxxxxxxxx. Your original check number xxxxxx made payable to the Eastern Center for Arts and Technology in the amount of xxxxxxx was returned to us for insufficient funds.

Please bring your account current by bringing cash or by sending a certified check or money order in the amount of xxxxxxx within ten (10) days of 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:

Failure to submit payment within 10 days will result in further collection efforts and will continue to affect the status of your student's xxxxxxxxxxxxxx.

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

Sincerely, xxxxxxxxxxxxxxxxxxxxxx