

Attachment A

Sample First Letter

Name Address

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

*[For trip and activity payments, add the following language:* In addition, if there is a waiting list for the activity or trip and you have not made payment in full within the 10-day period, your student may be removed from the participant list to allow another student to participate.Z

*[For summer school tuition payments, add the following language:* In addition, if you have not made payment in full within the 10-day period, your student will not be permitted to return to class until after replacement funds have been received.Z

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

Sincerely, xxxxxxxxxxxxxxxxxxxx