

Sample Collection Letters: ***A Gentle Reminder***

Unit # _____
(Chartered Organization)
(Committee Chair /Treasurer/or Popcorn Chair)
Street Address
City, ST Zip

Date:

Parent's Name
Parent's Address
Parent's City, State, Zip

Dear Parent's Name,

As of _____, we have not yet received your Popcorn Payment in the amount of
(date)
_____. You may have already mailed this, or perhaps it was just overlooked if you have been
busy. Please check your records, and notify us if you feel we have made an error.

Thank you for your attention to this matter.

Sincerely,

(Your Name)
(Your Position)