

Dues Delinquency First Notice Sample Letter



(Assembly name and number)
International Order of the Rainbow for Girls
(street address)
(city, state, zip)

(date)

Dear (first name, last name)

This letter is to inform you that we have not received your dues for 20__ in the amount of \$__ which were due by December 31, 20__.

Please mail payment by July 20 to:
(Assembly name and number)
(street address)
(city, state, zip)

We are hopeful that you will bring your dues current and return to active membership with the Assembly. Please feel free to call our Mother Advisor, Mrs. (first name, last name), at (telephone) if you have any questions or concerns.

In Rainbow Love and Service,

(first name, last name),
Recorder

Dues Delinquency Second Notice Sample Letter



(Assembly name and number)
International Order of the Rainbow for Girls
(street address)
(city, state, zip)

(date)

Dear (first name, last name),

We have not received a reply to our previous letter regarding your Assembly dues for this year.

You are again reminded that when a member fails to pay her dues by July 1, the Recorder shall immediately notify her of this delinquency. If her dues remain unpaid, a second notice will be sent. This constitutes the Assembly's second notice regarding your delinquent dues.

If it is necessary for the Assembly to send a third notice regarding this matter, a report must be made to the Assembly and the member will automatically be suspended. The Uniform Code of By-laws of the International Order of Rainbow for Girls, Section 27, Reinstatement of members, states in part:

"Payment of dues before the end of the year in which a member is suspended automatically restores a delinquent member to active membership."

We are again hopeful that you will bring your dues current and return to active membership with the Assembly. Please feel free to contact our Mother Advisor, Mrs. (first name, last name), at (telephone) if you have any questions or concerns.

In Rainbow Love and Service,

(first name, last name)
Recorder