

February 1, 2017

Julia Smith
111 W Riverside Ave.
Muncie, Indiana 47303

Dear Ms. Smith:

On August 15, 2017, you entered into a contract with the Alpha Alpha Alpha Housing Corporation. Your lease includes payment plan options and deadlines. As of February 1, 2017 you are 30 days late with your January rent payment.

Any member who fails to meet her housing obligations will have her academic record encumbered by Ball State University. This means that a hold will be placed on your university record and you will not be able to register for class, obtain transcripts or add/drop classes until your hold is lifted.

Julia, you owe the Alpha Alpha Alpha Housing Corporation \$300.00. Please make your check or money order payable to Tri Alpha Housing and deliver this check to Sorority Asset Management at 1000 Main St. Muncie, IN 47304 by February 15, 2017. If this amount is not received by February 15, 2017, I will submit a request to the Office of Greek Life to encumber your record.

If you believe you have received this letter in error, please contact Sorority Asset Management at 765-555-5555.

Sincerely,

Maddie Green
Housing Corporation President

Cc Chapter President
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