

<Recommend using fraternity letterhead if possible>

<Date>

<Member's Full Name>

<Permanent address on file>

Dear <member's name>:

On <day lease began>, you entered into a contract with the <fraternity housing corporation>. Your lease includes payment plan options and deadlines. As of <date of this letter> you are <# of days late with payment>.

Any member who fails to meet his housing obligations will have his 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.

<Member's name>, you owe the <fraternity housing corporation> <amount owed>. Please make your check or money order payable to <account> and deliver this check to <name of office or housing corporation and address> by <15 days from date of this letter>. If this amount is not received by <15 days from this letter>, 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 <housing corporation or asset management company> at <phone number>.

Sincerely,

<Housing Corporation President's Name>

Housing Corporation President's

Cc Chapter President
File