**DEMAND LETTER 2 – JNA §4.3.2**

**[School Letterhead]**

[Date]

**VIA: U.S. FIRST CLASS MAIL & U.S. CERTIFIED MAIL**

**RETURN RECEIPT REQUESTED #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Parent Name(s)]

[Street Address]

[City, State & Zip]

**RE: [SCHOOL NAME]**

**DELIQUENT FEES – [STUDENT’S NAME]**

Dear [Parent Name(s)]:

On [date of first letter], a letter was sent informing you that your [son/daughter], [Student’s Name], has incurred **$\_\_\_\_\_\_\_\_\_** in fees for [describe what the fees were charged for] which was to be paid in full by [**due date**]. As of to date, these fees remain delinquent and unpaid.

Please contact me by [**day of week**], [**date**] to either pay the amount in full, or to make a partial payment and set up a payment plan.

Please be advised that until these fees are paid, your [son/daughter], [Student’s Name], may be denied certain privileges at school such as the opportunity to participate in graduation ceremonies, attend reward activities, receive an activity card, receive a yearbook early, or participate in extracurricular activities for which the fee was charged.

Your prompt attention to this matter is appreciated.

Sincerely,

[SCHOOL NAME]

[Name]

[Title]