**DEMAND LETTER 3 – JNA §4.3.3**

**[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 second letter], a second 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 either paid in full or to set up a payment plan by [**due date**]. As of to date, these fees remain delinquent and unpaid.

Demand is made that you 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.

As mentioned previously, 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.

In the event that you fail to comply with the foregoing by the above date, [School’s Name] will have no other alternative but to assume you intend to continue to ignore this obligation, and will refer this matter to a collection agency or proceed with legal action to collect this indebtedness.

Your prompt attention to this demand is appreciated.

Sincerely,

[SCHOOL NAME]

[Name]

[Title]