

# Sample Notice #1

## FIRST REMINDER NOTICE OF DELINQUENT DUES

Notification should be delivered on Chapter letterhead, and mailed via U.S. Post to the last known address of the Companion.

Date

Full Name  
Street Mailing Address  
City, State, Zip Code

Dear Companion (Name),

With so many demands for our time and attention, it is easy to sometimes overlook even the most important of tasks. Please accept this notice in friendly reminder of your past due obligation to (Chapter Name & No.) of Royal Arch Masons. It would be most helpful to your Companions if you would please bring your account current as soon as possible.

Dues for the Capitular Year January 1 – December 31, 201x \$ \_\_\_\_\_

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*Total Amount Past Due:* \$ \_\_\_\_\_

Cash donation to (Chapter Name & No.) for the Capitular Year: \$ \_\_\_\_\_

**Total Amount Enclosed** \$

Along with your dues payment, would you also please be sure to include your updated contact information to ensure your timely receipt of Chapter events, invitations and other important notices.

### *Optional Information Request*

Please help ensure your Capitular records are complete and accurate, by taking a few moments to complete the requested information return this form to the Companion Secretary at the above address.

**Date of Birth:** \_\_\_\_\_

**Preferred Telephone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Change Street Address to:**

Chapter Secretary Name  
Chapter Name and Number  
Street Mailing Address  
City, State, Zip Code

Thank you for your timely support in this important matter. If I may be of further service in this matter, please contact me at your earliest convenience.

Sincerely and fraternally,

*Signature*

Full Name

Secretary

Chapter Name and Number

Royal Arch Masons of the District of Columbia