

Sample Notice #2

SECOND 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),

The drawings placed upon the Trestleboard this year have been ambitious, inspiring and rewarding. We have looked in the All-Seeing Eye, explored the wisdom and myth of King Solomon, conferred the Royal Arch Degree with ceremonial splendor, and feasted in the friendship and food of our companionship.

We have further learned the worth of the individual in society is a prime objective of the Craft, and have complemented this lesson as Royal Arch Masons in our understanding that worth is best achieved by the recognition of the corresponding responsibility which must accompany each privilege extended and enjoyed. This principle finds its highest expression in the teaching to regard the whole of Freemasonry as one common family, who are sent into the world to aid, protect, and support one another.

Yet in all we have accomplished this year, we have been without the comfort, guidance and pleasure of your person in Chapter with us. Further to our chagrin, not only have we been without the joy of your company, but must again make reminder of your annual (\$ Amount) dues obligation which remains **OVERDUE** since January 201x.

If you believe this information to be in error, or if you are financially unable to meet the obligation of your annual dues, you are requested to communicate same to the High Priest in writing, at the following address for appropriate action in request for relief.

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

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