

(on department letterhead)

Date

Name

Address

City, State, Zip

RE: PAST DUE BALANCE \$(amount)

Dear _____;

We have had no reply to our previous letter of (date) requesting payment of \$(amount) for (reason of debt).

If we do not receive payment in full by (date – 15 days hence), we will have no alternative but to turn this matter over to a collection agency. You are hereby notified, that in the event collection pursuit is necessary, “Pursuant to Sec. 2.2-4805 et seq., of the *Code of Virginia*, and in accordance with rules and regulations promulgated by the State Comptroller and Attorney General of the Commonwealth of Virginia, Virginia Commonwealth University will charge interest, costs and fees on all accounts past due.”

Please send payment immediately. If you have questions regarding this account, please contact (name of sender of reminder letter and phone number).

Sincerely,

Name (preferably supervisor of sender of reminder letter)

Title