

DELINQUENT LETTER EXAMPLE

RE: GSWPA 2021 Cookie Program

March 24, 2021

Parent/Guardian
Address
City, State Zip

Dear _____,

Before your daughter participated in the Girls Scouts Western Pennsylvania 2021 Cookie Program, you signed a permission form assuming full responsibility for all cookies received and payment of this account. Our troop records indicate that you have an outstanding balance of \$_____ due for boxes of cookies received on _____.

Payment is due to the troop by _____ or the account will be turned over to GSWPA for further collection procedures. You are liable for the amount not remitted, plus all costs expended by Girl Scouts Western Pennsylvania in the collection of this debt.

If you have any questions, you may contact me at _____.

Sincerely,
Your Signature

cc: Troop Leader(s), Service Unit Cookie Manager