

# Sample Debt Letter

Parents Name  
Address  
State, City Zip

December 5, 2019

Dear \_\_\_\_\_,

Before your daughter \_\_\_\_\_, a registered member of Troop \_\_\_\_\_ participated in the 2019 MagNut Program, you signed a permission form assuming full responsibility for the payment of this account. Our troop records indicate that you have an outstanding balance of \$\_\_\_\_\_ due for the nuts and candy you received as part of the 2019 Girl Scout Western Pennsylvania's MagNut Program.

Payment is due to the troop by \_\_\_\_\_ or the account will be turned over to Girl Scouts Western Pennsylvania for collection. You will be liable for the amount not paid, plus all collection costs incurred by Girl Scouts Western Pennsylvania in the collection of this debt.

If you have any questions, you may contact me at-----

Sincerely,  
(Your Signature)  
(Your position i.e. Leader Tr # 00000)

cc: Troop Leader  
Service Unit MagNut Manager  
Fall Product Sales Coordinator - GSWPA