

Sample Debt Letter

Commented [SJ1]:

Parents Name

Address

State, City Zip

Commented [SJ2]:

December 2, 2021

Dear _____,

Before your daughter _____, a registered member of Troop # _____ participated in the 2021 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 2021 Girl Scout Western Pennsylvania's MagNut Program.

Payment is due to the troop by _____, 2021 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 Program Coordinator - GSWPA