Date

**Registered Mail**

Name

Address

City Prov PC

Dear Caregiver:

Further to our conversation of *[insert date]* and letter dated *[insert date]* the cookie payment in question is still outstanding.

To prevent further collection action, please immediately pay the amount of $*[insert amount owing]* by cash, certified cheque or money order. Cheque or money order should be made payable to Girl Guides of Canada, BC Council. Please write *(Insert Unit Name)* on the memo line of the cheque.

If necessary, we can set up a payment schedule which would be suitable to all parties concerned. However, we do need your immediate attention to this payment.

If we have not heard from you by *[insert date 10 days from date of mailing of letter]*, further collection steps will be taken.

Sincerely,

*[insert your name]*, District Treasurer, *[insert unit name and district]*

*[insert your contact information – address, phone]*