

January 29, 2012

Name & Address

Salutation,

As you are aware, your account with our Club is past due. Despite numerous attempts by our Club to obtain payment, your account still reflects a balance due. As a result, the Board of Directors has voted to terminate your membership for non-payment.

As you are aware, Rotary is a member-driven and member-supported organization whose members have committed to the values shared in the Four Way Test:

Is it the truth?

Is it fair to all concerned?

Will it build goodwill and better friendship?

Will it be beneficial to all concerned?

I kindly request that you pay all balances in full; Our membership dues support the many projects our Club is involved with.

Should you decide that you would like to be a member of our Club in the future you will need to submit a new application and all past due balances would need to be paid in full.

With Regards,

Melissa Meechan
Secretary