

Date

Parents' Names

Street

City, State Zip

Dear Parents,

Thank you for your participation in our recent *Christian Collection* fundraiser. Due to the tremendous response of students and parents, it was extremely successful. In closing the campaign, we found that your student \_\_\_\_\_ has an unpaid balance of \$ \_\_\_\_\_. To finalize our records and close out this fundraising campaign, this past due amount will be transferred to your regular school account if not collected by \_\_\_\_\_.  
Date

If you do not think our records are correct or if your student's customer refused the merchandise, please contact us immediately. If merchandise was refused, please return it to the school.

Again, thank you for your participation and cooperation.

Respectfully,

School Administration