{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName} Purchase ID: {PurchaseID}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: DELINQUENT PAYMENT ON PURCHASE OF SERVICE CREDIT**

Dear {stdMbrSalutation}:

According to our records, we have not received a payment on your purchase of service credit account since {LastPaymentReceivedDate}. Please submit your payment to our office within 30 days from the date of this letter.

If payment is not received within 30 days from the date of this letter, it will be necessary for us to close your account. The service credit you are purchasing will be prorated based on the payments received on your contract amount. Your current accumulated service credit is {prorated\_psc\_formatted}.

If you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Accounting Division