{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: PURCHASE OF SERVICE CREDIT**

Dear {stdMbrSalutation}:

We have received notice that you are terminating employment. NDPERS is currently receiving installment payments on a service purchase to buy {TotalTimeToPurchase} months of service credit. The contract for your service purchase needs to be paid in full by the 15th of the month following your termination date. As of today, the remaining balance due is {qu DollarAmount}.

If you are unable to make this payment, the total months of service credit purchased will be pro-rated based upon the payments received.

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

Sincerely,

NDPERS Benefits Division