**[School Letterhead]**

[Date]

**VIA: U.S. FIRST CLASS MAIL & U.S. CERTIFIED MAIL**

 **RETURN RECEIPT REQUESTED #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Parent Name(s)]

[Street Address]

[City, State & Zip]

**RE: [SCHOOL NAME]**

**DELINQUENT MEAL CHARGES – [STUDENT’S NAME]**

Dear [Parent Name(s)]:

As of [date], your [son/daughter], [Student’s Name], has incurred **$\_\_\_\_\_\_\_\_\_** in unpaid meal charges. School officials have provided you with an application for free or reduced meals, but you have not submitted a completed application. School officials have also provided you with multiple notices requesting that payment be made. To date, these charges remain delinquent and unpaid.

You are hereby notified that this matter may be referred to a collection agency if the charges are not paid by [date].

Sincerely,

[SCHOOL NAME]

[Name]

[Title]

cc: Nebo School District Child Nutrition Department