**DEMAND LETTER 1 – JNA §4.3.1**

**[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]**

**DELIQUENT FEES – [STUDENT’S NAME]**

Dear [Parent Name(s)]:

In accordance with Utah law and Nebo School District’s Policy JN, *Elementary and Secondary Student Fees*, the Board of Education of Nebo School District has approved student fees for such items as activities; textbooks, technology, and materials; musical instruments; extra-curricular and co-curricular programs; uniforms; etc.

Our records indicate that your [son/daughter], [Student’s Name], has incurred **$\_\_\_\_\_\_\_\_\_** in fees for [describe what the fees were charged for] that was due on [past due date]. Request is made that you please pay this amount in full by [**day of week**], [**new due date**].

If you are unable or are having difficulty paying these fees, please contact me to determine whether you may qualify for fee waivers. A fee waiver application has been previously provided to you, but as of to date we have no record that it has been completed and returned to the school.

We appreciate the opportunity to work with you and your student. Thank you for your attention and cooperation in this matter.

Sincerely,

[SCHOOL NAME]

[Name]

[Title]