

## Sample Letter 1 (regular mail)

This should be sent by:

- the District Commissioner in the case of suspected individual is a parent or unit Guider
- the District Commissioner is required to notify the Area Commissioner. It is recommended that a cc be on the letter sent.

**Keep a copy for your file along with a note of date mailed.**

*Your address and phone number*

*Date*

*Name of Suspected Individual*  
*Address of Suspected Individual*

Dear \_\_\_\_\_ ,

The due date for \_\_\_\_\_ (e.g. cookie) money to be delivered to the (Unit, District, Area, Province) was \_\_\_\_\_ (date).

As of today's date, you have not remitted the \$ \_\_\_\_\_ (the amount due to your Unit/Council) due for the \_\_\_\_\_ (e.g. cookie) money.

In order that we may in turn meet our deadline, would you please take care of this matter immediately by remitting the amount due to me at the above address (or other designated person and address). If there is a problem please call me. I can be reached at \_\_\_\_\_ or at \_\_\_\_\_ .

Yours truly

*Name*

*Position in Guiding.*

cc: Area Commissioner  
File Copy

## Sample Letter 2 (Registered Mail)

This should be sent by the Area Commissioner or Provincial Commissioner

**Keep a copy for your file along with the registered mail receipt.**

*Your address and phone number*

*Date*

*Name of Suspected Individual*

*Address of Suspected Individual*

Dear \_\_\_\_\_ ,

It is with some concern that we are writing to you again with regard to your outstanding \_\_\_\_\_ (e.g. *cookie*) payment. You were contacted by telephone (*email*) on \_\_\_\_\_ (date of contact), and a letter was sent to you on \_\_\_\_\_ (date), reminding you that you payment was past due and should be made immediately.

I remind you that all Girl Guide monies are considered public funds and as such have to be accounted for at all times. Girl Guides of Canada has a zero tolerance policy for the mismanagement of funds.

Payment of \$ \_\_\_\_\_ (*amount due*) is to be remitted immediately by cash, certified cheque or money order made payable to Girl Guides of Canada - \_\_\_\_\_ (*name of council*).

Failure to make payment within 7 days from the date of this letter may require that I take further action, including legal proceedings.

Yours truly,

*Name*

*Position in Guiding*

*cc: Provincial Commissioner*

*File Copy*