

(To)

Dear Brother _____;

Upon reviewing the dues' records for _____ Lodge, it appears that you are in arrears for a period of _____ years. This translates into the sum of \$_____ being due in order to bring your dues current.

If you no longer desire to remain a member, or wish to make arrangements to satisfy your situation, please contact me at the phone number and/or address shown below.

Whatever your decision is on what you would like to do, it is imperative that you contact me within 10 days of the receipt of this letter. If you do not, I will have no alternative but to recommend to the lodge that the process be started to drop you name from the rolls of membership for non-payment of dues in accordance with Article 1.7.27 of the Constitution of the Grand Lodge of the State of Rhode Island and Providence Plantations.

Fraternally,

John Smith, Secretary
1234 My Street
Anytown, Rhode Island 01234
Phone: 401/123-4567