

Sample Dunning Letter to Students
(use letterhead)

(Date)

Final Notice

(Name)
(Address)

We would like to call to your attention that your account with the (department or office), University of California, Davis, has an overdue balance as shown below. While we assume this account remains unpaid through an oversight, you should know that if it is not paid by (date), a hold will be placed on your Fall Quarter registration, preventing future registration at the University.

If you are unable to pay this account because of financial difficulties, we urge you to seek advice or assistance from the Financial Aid Office, Dutton Hall, (530)752-2390, or other source.

If you have any questions regarding your account, or if you wish an administrative review to consider any contentions you may have that all or some portion of the balance is not due, please contact (name, address, telephone), within ten days.

Sincerely,

(Name)
(Title)

Due: (account) _____

Bill Number: _____

Amount: \$ _____