

SECOND NOTICE OF DELINQUENCY

_____, 20____

Dear Parent or Guardian,

We are sending this second notice of delinquency to remind you that your student, _____, has an unpaid meal balance of \$_____. This amount is now _____ days past due.

This second notice is a last attempt to warn you that your school meal debt will be sent to a collection agency by the end of the week, per District Policy 3331. We urge you to make this payment before then in order to avoid negative credit repercussions. Meal payments can be made electronically using the District's automated meal payment system online or at the school with cash or check.

If you are unable to pay for school meals, you are encouraged to apply online for free and reduced priced meals. You can find applications on the District's website at <https://www.washk12.org/food-service/free-and-reduced>.

Please call _____ with any questions.

Sincerely,