

Student Name
XXXX Mailing Address
City, State 12345

Month XX, 20XX

Dear Student,

This is a reminder about the outstanding balance on your student account in the amount of \$X,XXX.XX, which is seriously past due. Previous notices were sent by e-mail (to your official UC e-mail account) when holds were applied to your account. If you cannot pay the bill in full, call me so I can assist you in developing an affordable payment plan that is within your financial resources.

I am obligated to let you know that if your bill is not paid in full or in the process of being paid, your account may be turned over to the State of Ohio Attorney General's Office, who will begin immediate collection efforts against you. That office will immediately assess an additional 10% in collection costs. Continuing to disregard the bill after it goes to the Attorney General's Office typically results in additional collection and legal costs. Please contact me today to discuss your repayment options to avoid further late fees and collection activity.

Though we understand it is never easy, we want to make bringing your account current as easy for you as possible. It is our goal to assist you in resolving this outstanding balance so you may successfully fulfill your future academic endeavors. If you have already activated a payment plan, please disregard this letter.

Should you have questions or need additional information please contact me at the phone number referenced below.

Sincerely,

University of Cincinnati
Office of the Bursar, Loans & Collections
513-/556-3431