90-Day Suspension Letter

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipient Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Recipient Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Recipient City, State and ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Each member of the Sigma Chi Fraternity has the obligation of meeting financial requirements. It has now been 90 days since your bill of $\_\_\_\_\_\_\_\_ was due on \_\_\_\_\_\_\_\_\_. You have failed to pay or sign a payment plan for money you owe to the chapter. As per the chapter’s bylaws, you have automatically been placed on financial suspension. The terms of financial suspension are the following:

1. **Appearance in front of the Executive Committee at the next Executive Committee meeting.**
2. **Loss of right to vote.**
3. **Loss of right to hold office.**
4. **Loss of right to represent the chapter in any kind of activity.**
5. **Loss of right to attend chapter functions, including chapter meetings.**

**Compliance with these terms is your responsibility.**

Once you have fulfilled your financial obligation or signed a payment plan, you will be returned to good financial standing upon approval of the Executive Committee. Failure to stay current with a payment plan will automatically result in your return to financial suspension.

Should you have any questions regarding this suspension, please contact me. My e- mail address is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thanks in advance for your prompt attention to this matter. We greatly appreciate your support of Sigma Chi Fraternity.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Quaestor Signature)

CC: Executive Committee