<today>

<company.organization>
<company.address1.>
<company,city>,<company.state> <company.zip>

<salutation>

Our records indicate that you have not paid your dues for <time period>. Will you please check your files and let me know if our records are in error. If you find that our records are correct will you please forward a check in the amount of $ <dollars> to me at the listed address.

    <address>

If our records are incorrect please let me know and I will adjust them. Thank you.

Sincerely,