



----- Chapter No. -----
Order of the Eastern Star
----- (town), Manitoba

date

Dear Sister/Brother _____

Further to my registered letter sent in January, and in accordance with the Constitution of the Grand Chapter of Manitoba Order of the Eastern Star, it is with regret that I must inform you that as of March 31st, 20xx you have been suspended from membership in this Chapter due to non-payment of dues.

Should you wish to be restored to membership, you must make payment in full of all dues outstanding and request reinstatement in writing prior to March 31st 20xx (end of the fiscal year).

Current outstanding dues are:	2 years Previous:	20__ - 20__	\$ _____
	Last year:	20__ - 20__	\$ _____
	this year's dues	20__ - 20__	\$ _____
		TOTAL	\$ _____

After that time, should you wish to be reinstated, the Constitution requires that you make the request in writing accompanied by 2 years dues. The membership of our Chapter must receive notification of your request and then a vote would be taken on your request at a subsequent meeting. You would then be notified in writing of the results of the vote. In the very unlikely event that your request was not approved, your cheque would be returned to you.

I regret that this has become necessary and wish you well in the future.

Sincerely,

_____, Secretary

Address

Phone number

Email address

Chapter Seal