



**SIGMA CHI FRATERNITY**  
<Chapter Name> Chapter, <College/University>

## **NOTICE OF FINANCIAL SUSPENSION**

<Date>:

Dear Brother <Last Name>:

Each member of the Sigma Chi Fraternity has the obligation of meeting financial requirements. It has now been 30 days since your bill of \$\_\_\_\_\_ was due on <date>. 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 speak with <Name>.

Sincerely,  
The Executive Committee