OUTSTANDING BALANCE LETTER EXAMPLE

RE: 2024 Girl Scout Cookie Program

cc: Troop Leader(s), Service Unit Cookie Manager

April XX, 2024

Caregiver

Address

City, State Zip

Dear ,

Before your daughter participated in the Girls Scouts Western Pennsylvania 2024 Cookie Program, you signed a permission form assuming full responsibility for all cookies received and payment of this account. Our troop records indicate that you have an outstanding balance of

$ due for boxes of cookies received on .

Payment is due to the troop by , or the account will be turned over to Girl Scouts Western Pennsylvania for further collection procedures. You are liable for the amount not remitted, plus all costs expended by Girl Scouts Western Pennsylvania in the collection of this debt.

If you have any questions, you may contact me at .

Sincerely,

Your Signature