



# Maryland Student Legislature

## *Unpaid Balance Notification*

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TO: (Field: Name), Delegation Chairperson, (Field: School Name)  
FROM: Kathleen Gipprich, Comptroller  
DATE:  
SUBJECT: UNPAID BALANCE

Mr. (Field: Last Name):

It has come to our attention that, following an audit of our records, (Field: School Name) has an unpaid balance of \$

I understand that most students are not at school due to summer break; however, I would appreciate it that upon returning to school you would request a check for the Maryland Student Legislature in a timely manner (by the first week of September 2008).

If you have any questions or concerns please contact me at your earliest convenience.

Thank you in advance,

Kathleen Gipprich  
E-mail: [comptroller@msl.org](mailto:comptroller@msl.org)