

**[Sample Letter to be mailed July 1 and January 1 to Members delinquent more than the current half-year's dues.]**

July 1, (Year) / January 1, (Year)

Dear (First Name),

The rules of our Lodge require that on the first of next month I must turn over to the Lapsation Committee for their consideration and action the names of all Members who are one year delinquent in payment of dues.

Your name is on this list, so I am writing you again in the hope that you will pay before I am required to turn in your name. Reporting delinquent Members to the Lapsation Committee is one of the most unpleasant duties of the Exalted Ruler.

If there is any reason why you cannot pay, please call me at (phone number). And, (First Name), even if you've decided to let your membership lapse, I'd still like to hear from you. If our Lodge is failing to meet the expectations of our Members, I'd like to know about it so that I can try to do something about it.

I hope to hear from you before the first of next month.

Sincerely and fraternally,

(Name),  
Exalted Ruler

**[Sample Letter to be mailed February 1 to all Members  
owing more than the current half-year's dues.]**

February 1, (Year)

Dear (First Name),

It is the duty of the Lapsation Committee to examine delinquent accounts, assist the Exalted Ruler and Secretary in maintaining a paid-up membership, and recommend to the Lodge the suspension for nonpayment of dues of those Members who do not pay.

Section 14.160 of the Laws of the Order requires the Lodge, at the last meeting in March, to suspend for nonpayment of dues all Members who are as much as one year in arrears in dues.

We regret that your membership is in this category and must, therefore, be considered for suspension before the close of the Lodge term on March 31. We sincerely hope that you will be able to pay the \$(amount) in the very near future.

Many times, when a Member cannot pay the full amount at one time, paying in installments makes it easier. If it would assist you to pay \$(amount) this month and \$(balance of delinquency) next month, we would be glad to arrange it that way.

A stamped, self-addressed envelope is enclosed, and if you are unable to pay, we urge you to write us explaining your situation so that we may have it in giving final consideration to your delinquency. And if you're unwilling to pay, please share your reasons with us. Perhaps your insight will allow us to correct a problem. Please give this matter your immediate attention.

We look forward to hearing from you and sincerely hope that you will not allow your membership to lapse.

Sincerely,

The Lapsation Committee  
(Signed by each Member of Committee)

**[Sample Letter to be mailed May 1 to all who owe more than the current  
half-year's dues.]**

**– A similar letter should be sent on November 1. –**

May 1, (Year)

Dear (First Name),

As you know, I have just been installed as Exalted Ruler of our Lodge. As a matter of personal pride and for the good of the Lodge, I want to make a good record.

Many times the failure of a Lodge is caused by too many delinquent Members, and so one of my first concerns upon taking office was an examination of the delinquent list. Your name was on the list. An unpaid membership is not only a detriment to the Lodge, but it is also of no value to you, since you cannot use it.

If your delinquency is simply an oversight on your part, I'd appreciate your cooperation in the form of prompt payment of \$(amount) to bring your membership up-to-date. If there is any reason why you cannot pay, please call me at (phone number). And if you have not paid your dues because you intend to let your membership lapse, I'd appreciate a call or a letter to let me know why.

(First Name), your membership is important to us. I hope you will send in your check for \$(amount) at once so that you can continue to help us help others, and if you don't, I hope you will at least make some time to tell me why so that if there's a problem, I can attempt to correct it.

Please remember that dues must be paid in advance by April 1 and October 1.

Sincerely,

(Name),  
Exalted Ruler