

THIRD AND FINAL NOTICE

[Date]

[Home Address}

Dear [Name]:

This is your final reminder that your payment in the amount of [\$\$] is overdue. Letters notifying you of this error were sent on [Date] and [Date]. To date, we have not received payment. If payment is not received **by [Date]**, we will have no alternative but to turn your account over to the University's Accounts Receivable Collections service.

Please submit a check or money order by [Date] for repayment in the amount of [\$\$]. The payment should be made payable to The Ohio State University. You may drop it off to me or mail it directly to OSU Payroll, Suite 300, 1590 North High Street, Columbus, OH 43201-1189.

If you have already put the check in the mail, we apologize for the inconvenience and thank you for your payment.

Sincerely,

[Name], [Title]

cc: School Director/Department Chair
Betsy Lindsey, College Senior Fiscal Officer
Fund/project owner
OSU Payroll