

**Michigan IDA Program
Sample F.
Missed Monthly Deposit Letter**

Date

«*FirstName*» «*LastName*»
«*Address1*»
«*City*», «*State*» «*PostalCode*»

Dear «*FirstName*» :

As we were preparing your IDA account statement for the month of«*DATE*», we noticed you didn't make a deposit into your account last month.

If you were busy and didn't find the time to make your deposit, or if you simply forgot, please consider this note a friendly reminder.

If you missed making a deposit because you simply don't have the cash, then we'd really like to talk with you. Maybe together we can figure out a strategy to help you get back on track.

It is important you respond and make your monthly deposit before you fall seriously behind in your savings. Please call us if you're feeling discouraged or thinking it will be impossible to make your next deposit. We are here to help! You can reach us at

_____.

As you know, long-term saving is difficult. Hitting bumps along the way is to be expected. If you're having a tough time, please remember that you've already taken an important step by joining this program and opening your IDA.

Sincerely,

Sample Missed 2nd Monthly Deposit Notice

Date

Name

Address

City, State, Zip

Dear Name:

We're concerned! If our records are correct, it's been at least two months since you've made a deposit into your IDA account and we haven't heard from you.

Please call us within the next three days so we can schedule an appointment to meet. We want you to take advantage of this opportunity and together we can figure out if you are able to continue saving at this time.

If you have trouble reaching us by phone, or if it isn't convenient for you to call during the day, please leave a message indicating when and how we can reach you.

We don't want to lose you from the program! However, if we cannot get together to problem solve by (give a date two weeks from date of letter) we may have to close your IDA account and you will forfeit your matching dollars in the program.

Please call! We look forward to hearing from you as soon as possible.

Sincerely,