

Script
To Collect Balances:

Hello this is _____ from Monarchs Gymnastics.
(your name)

I am calling to remind you that you have an unpaid balance on your
account of \$_____ for _____.
(balance) (reason for balance)

So that we may clear this up, please come by the office to submit your
payment, or for your convenience, we can take a credit card over the
phone.

Please call the office to let us know how you would prefer to handle this.
(818) 889-3634 / (805) 375-4663.
(Agoura Hills) (Newbury Park)

Thank you for your attention to this matter.