



ALPHA
GAMMA
RHO

November 8, 2024

Dear Chapter Leaders & Alumni,

As previously communicated, we have identified that your chapter has a contract with OmegaFi Vault Billing/LegFi that ends anywhere from **May-August 2025**. To ensure a smooth transition to GreekBill for the spring 2025 semester we need to make sure your contract isn't automatically renewed for another year. In order to avoid this, we are asking that you send the following email to OmegaFi at operationsupport@omegafi.com to cancel any auto renewal contract language that may exist.

To Whom It May Concern:

I am writing to formally request the cancellation of the auto-renewal of our current contract with OmegaFi for the [Chapter Designation] Chapter of Alpha Gamma Rho at [University]. While we have appreciated the services provided, we have decided not to continue with our contract beyond its current term. Please confirm the deactivation of auto-renewal and ensure that no further charges are processed beyond our current contract end date. Thank you for your assistance in this matter, and please feel free to reach out if any additional steps are needed on our end to finalize the process.

Best regards,

[Your Name]

[Your Position/Organization Name]

[Chapter Designation]

Please make sure that chapterspot@alphagammarho.org is copied on the email. This will allow us to organize our records and give us the ability to follow-up in writing should there be any future issues.

Should you have any further questions please feel free to reach out to us.

Best,

Your ChapterSpot Transition Team