



ALPHA
GAMMA
RHO

November 26, 2024

Dear Chapter Leaders and Alumni,

As previously communicated to you on November 8, 2024, we wanted to remind you to submit an email to OmegaFi (operationssupport@omegafi.com) to cancel your auto renewal contract that ends on February 28, 2025. We want to make sure an email is sent well in advance of the end of your contract, so the chapter avoids any additional fees from OmegaFi. Here is an example of the language you can use in your email:

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 any future issues arise.

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

Best,

AGR ChapterSpot Transition Team