

[Date]

[Parent/Guardian Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Outstanding Tuition Balance - [Student Name]

Dear [Parent/Guardian Name],

This letter is a friendly reminder regarding the outstanding tuition balance for [Student Name] for the [Semester/Year] period.

According to our records, your account currently has an overdue balance of \$[Amount]. This payment was originally due on [Original Due Date].

We understand that life can be busy and this may have simply been overlooked. We kindly request that you submit the payment at your earliest convenience to bring the account up to date. You may complete your payment via [Payment Method: Online Portal, Check, Bank Transfer].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact the Business Office at [Phone Number] or [Email Address] so we can assist you.

Thank you for your prompt attention to this matter and for being a part of our school community.

Sincerely,

[Your Name/Signature]

[Title/Position]

[School Name]