

Date: [Insert Date]

[Parent/Guardian Name]

[Address Line 1]

[Address Line 2]

Subject: Notice of Unpaid Tuition Fees - [Student Name]

Dear [Parent/Guardian Name],

This letter is to inform you that we have not yet received the tuition payment for [Student Name] for the period of [Billing Period/Month].

According to our records, the following balance is currently overdue:

- Overdue Amount: [Insert Amount]
- Due Date: [Insert Original Due Date]

We understand that this may be an oversight. If you have already made this payment, please disregard this notice. Otherwise, we kindly ask that you settle the outstanding balance by [Insert Extended Due Date] to ensure there is no disruption to your child's enrollment.

Payments can be made via [Insert Payment Methods: Online Portal, Check, Bank Transfer, etc.].

If you are experiencing financial difficulties or have questions regarding your statement, please contact the Finance Office at [Insert Phone Number] or [Insert Email Address] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title/Position]

[School Name]