

[Date]

[Student Name]  
[Student ID Number]  
[Street Address]  
[City, State, Zip Code]

**Subject: First Notice - Past Due Student Account Balance**

Dear [Student Name],

This letter is to inform you that your student account currently has an outstanding balance of \$[Amount]. According to our records, this balance is now past due.

We understand that there may be various reasons for a delayed payment. However, to ensure your account remains in good standing and to avoid potential late fees or restrictions on your ability to register for future classes, we request that you address this balance immediately.

**Account Summary:**

- Current Balance: \$[Amount]
- Original Due Date: [Date]

**Payment Options:**

You may submit your payment through the following methods:

- Online via the Student Portal: [Link]
- In-person at the Bursar's Office
- By mail to: [Mailing Address]

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error on your account, please contact the Financial Services Office at [Phone Number] or [Email Address] as soon as possible to discuss payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department Name]  
[University/Institution Name]