

[Your Name/Department Name]
[School/University Name]
[Address]
[Date]

[Parent/Student Name]
[Address]
[Student ID Number]

Subject: Reminder - Tuition Fee Payment Overdue

Dear [Parent/Student Name],

This is a friendly reminder that our records show your tuition fee payment for the [Semester/Term] remains outstanding. The payment was due on [Original Due Date].

Account Summary:

- Outstanding Balance: [Amount Due]
- Original Due Date: [Date]

We understand that this may have been an oversight. Please arrange for the payment to be made by [New Due Date] to avoid any potential late fees or disruptions to [Student Name]'s enrollment status.

Payments can be made via [List Payment Methods, e.g., Online Portal, Bank Transfer, or In-Person].

If you have already made this payment, please disregard this letter. If you are experiencing financial difficulties or have questions regarding your account, please contact the Finance Office immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Name]
[Title]
[School/University Name]