

[Date]

[Parent/Guardian Name]

[Address Line 1]

[Address Line 2]

Subject: Friendly Reminder: Outstanding Tuition Balance for [Student Name]

Dear [Parent/Guardian Name],

We hope this letter finds you well. We are writing to provide a friendly reminder regarding the tuition account for [Student Name].

According to our records, there is an outstanding balance of [Amount Due] for the [Month/Semester] period. This payment was originally due on [Due Date].

If you have already made this payment, please disregard this notice and accept our thanks. If you have not yet had a chance to do so, we kindly ask that you settle the balance by [New Due Date].

Payments can be made through the following methods:

- Online via the parent portal
- Bank transfer to [Account Details]
- In person at the school office

We understand that circumstances can change. If you are experiencing any difficulties or have questions regarding your statement, please contact our finance office at [Phone Number] or [Email Address] so we can discuss a solution.

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

Sincerely,

[Your Name/Signature]

[Your Title]

[School Name]