

Date: [Insert Date]

To: [Student Name]

Student ID: [Insert ID Number]

Course/Program: [Insert Program Name]

Subject: Gentle Reminder: Outstanding Academic Dues

Dear [Student Name],

This is a friendly reminder that according to our records, your academic dues for the [Insert Semester/Term] are currently overdue. Our records indicate an outstanding balance of [Insert Amount].

We understand that there may be various reasons for this delay. If you have already made the payment, please disregard this notice and provide us with a copy of the transaction receipt to update your account.

If you have not yet settled the balance, we kindly request that you make the payment by [Insert Due Date]. You may complete the payment through the following methods:

- Online Student Portal
- Bank Transfer: [Insert Account Details]
- Cashier's Office

Please be advised that timely payment is necessary to ensure uninterrupted access to campus facilities, library services, and upcoming examinations.

If you are experiencing financial difficulties, please contact the Financial Aid Office or the Accounts Department to discuss potential payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]

[Institution Name]

[Contact Information]