

[Your Institution's Name]
[Billing/Accounts Receivable Department]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Notice of Outstanding Tuition Balance

Dear [Student Name],

This letter is to inform you that there is an outstanding balance on your student account for the [Semester/Year] term in the amount of **[\$Amount Due]**.

Our records indicate that the payment deadline of [Original Due Date] has passed, and we have not yet received your payment. We understand that financial circumstances can change, and we are here to help you resolve this matter as quickly as possible.

To ensure your account remains in good standing and to avoid potential late fees, registration holds, or restriction of access to academic records, please complete one of the following actions by [Deadline Date]:

- **Pay in Full:** Payments can be made online through the [Student Portal Link], by mail, or in person at the [Bursar/Business Office].
- **Setup a Payment Plan:** If you are unable to pay the full amount immediately, you may be eligible for a formal payment arrangement. Please contact us to discuss options.
- **Financial Aid Inquiry:** If you believe this balance should be covered by pending financial aid, please contact the Financial Aid Office at [Phone Number] immediately.

If you have already made this payment, please disregard this notice.

If we do not hear from you or receive payment by [Deadline Date], your account may be subject to further collection actions as per the university's financial policy.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Signature]
[Title]
[Department Name]