

Date: [Insert Date]

[Student Name]
[Student ID Number]
[Address Line 1]
[Address Line 2]

Subject: Notice of Overdue Tuition Balance

Dear [Student Name or Parent/Guardian Name],

This letter is to inform you that our records indicate an outstanding balance of \$[Amount] on your student account for the [Semester/Year] academic term.

According to our records, the original due date for this payment was [Insert Date]. As of today, we have not received your payment or a formal request for a payment plan.

Please remit the full amount by [Insert Deadline Date] to ensure your account remains in good standing. You may make a payment through the following methods:

- Online via the Student Portal: [Insert URL]
- By phone: [Insert Phone Number]
- In person at the Bursar's Office

Failure to settle this debt may result in a hold being placed on your account, which can prevent registration for future classes and the release of official transcripts or diplomas.

If you have already sent your payment, please disregard this notice. If you believe there is an error regarding this balance, or if you are experiencing financial hardship and wish to discuss payment options, please contact the Billing Department immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[College/University Name]
[Contact Information]