

[School Name]
[Department/Billing Office]
[School Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Parent/Guardian Name or Student Name]
[Address]
[City, State, Zip Code]

Subject: Initial Notice of Unpaid Student Fees - [Student Full Name]

Dear [Parent/Guardian Name or Student Name],

This letter is a friendly reminder regarding the outstanding balance on the student account for [Student Full Name], Student ID: [Student ID Number].

According to our records, the following fees remain unpaid for the [Current Term/Semester]:

- [Fee Description 1]: \$[Amount]
- [Fee Description 2]: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

The original due date for these fees was [Original Due Date]. We request that you settle this balance by [New Deadline Date] to ensure there is no disruption to student services or enrollment status.

Payments can be made through the following methods:

- Online via the student portal: [Link]
- In person at the [Billing Office Name]
- By mail via check payable to [School Name]

If you have already made this payment, please disregard this notice. If you are experiencing financial hardship or believe there is an error in our records, please contact the Billing Office immediately at [Phone Number] or [Email Address] to discuss payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Name of Official]
[Title]
[School Name]