

[Current Date]

[Student Name]

[Student ID Number]

[Address Line 1]

[Address Line 2]

Subject: Overdue Tuition Fees Notice - [Semester/Year]

Dear [Student Name or Parent/Guardian Name],

This is a formal reminder regarding the outstanding tuition fees for the [Semester/Year] academic period. According to our records, your account currently has an overdue balance of [Amount].

The original due date for this payment was [Original Due Date]. We understand that sometimes administrative details can be overlooked, but we request that you settle this balance immediately to ensure there is no disruption to your enrollment or access to school services.

You can make a payment through the following methods:

- Online Student Portal: [Link/URL]
- Bank Transfer: [Bank Name, Account Number, Reference Code]
- In-Person: [Office Name/Location]

If you have already made this payment within the last 48 hours, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact the Financial Office at [Phone Number] or [Email Address] as soon as possible to discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]

[Educational Institution Name]