

**Date:** [Insert Date]

**To:** [Parent/Guardian Name or Student Name]

**Student ID:** [Insert ID Number]

**Address:** [Insert Address]

**Subject: NOTICE OF OVERDUE TUITION PAYMENT**

Dear [Recipient Name],

This letter is to inform you that we have not yet received the tuition payment for the current term, which was due on [Insert Due Date].

According to our records, your account currently has an outstanding balance of **[Insert Amount]**. This balance includes:

- Base Tuition: [Insert Amount]
- Late Fees: [Insert Amount]
- Other Fees: [Insert Amount]

Please submit the full payment by [Insert Final Deadline Date] to avoid further late penalties or a potential suspension of enrollment. You may complete your payment via [Insert Payment Method, e.g., Online Portal, Bank Transfer, or School Office].

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties and would like to discuss a payment plan, please contact the Billing Department at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[School Name]