

[Date]

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

Subject: Notice of Outstanding Tuition Balance

Dear [Student Name],

This letter serves as a formal reminder regarding your outstanding tuition balance for the [Semester/Year] academic period. According to our records, your account currently shows an overdue amount of **[\$Amount]**.

Our records indicate that the original due date for this payment was [Original Due Date]. To avoid further administrative action, we request that you remit payment in full by [New Deadline Date].

Please be advised that failure to settle this balance may result in the following:

- A late payment fee of **[\$Fee Amount]**.
- A hold on your academic transcripts and diploma.
- Ineligibility to register for future classes.
- Referral of your account to an external debt collection agency.

You may submit your payment through the following methods:

- Online via the student portal: [Link]
- By phone: [Phone Number]
- In person at the [Department Name/Office]

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 Financial Services Office immediately at [Phone Number] or [Email Address] to discuss payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Institution Name]
[Contact Information]