

[Your Name/Department]
[Institution Name]
[Institution Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: FINAL DEMAND FOR UNPAID TUITION - Student ID: [ID Number]

Dear [Name],

This letter serves as a formal final demand for the immediate payment of your outstanding tuition balance in the amount of \$[**Amount**]. Despite previous notifications sent on [Dates of previous notices], our records indicate that this balance remains unpaid.

Please be advised that this is your final notice. Failure to settle the full balance or establish an approved payment plan by [Deadline Date] will result in the following actions:

- Immediate withdrawal/enrollment cancellation for the current term.
- Withholding of official transcripts, diplomas, and certifications.
- Restriction from registering for future classes.
- Referral of your account to a third-party collection agency.
- Reporting of this delinquency to national credit bureaus.

You may submit your payment via [Online Portal Link], by mail, or in person at the [Office Name].

If you believe this notice is in error, or if you are experiencing extreme financial hardship, you must contact the Financial Services Office at [Phone Number] before the deadline mentioned above.

Sincerely,

[Signature]
[Name of Official]
[Title]
[Institution Name]