

[Date]

[Parent/Guardian Name]

[Address Line 1]

[City, State, Zip Code]

RE: FORMAL DEMAND FOR DELINQUENT TUITION PAYMENT

Dear [Parent/Guardian Name],

This letter serves as a formal demand for the immediate payment of overdue tuition fees for [Student Name] regarding the [Academic Term/Year] period. According to our records, your account is currently delinquent in the amount of \$[Amount].

Despite previous reminders sent on [Dates of Previous Notices], we have yet to receive the outstanding balance. This balance was originally due on [Original Due Date].

Please remit the full payment of \$[Amount] by [Deadline Date] to avoid further action. Payments can be made via [Payment Methods, e.g., online portal, check, or bank transfer].

Failure to settle this debt by the aforementioned date may result in the following actions:

- Suspension of the student's enrollment.
- Withholding of academic transcripts and reports.
- Referral of the account to a third-party collection agency.

If you have already made this payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a payment plan, please contact the Finance Office immediately at [Phone Number] or [Email Address].

We look forward to your prompt cooperation in resolving this matter.

Sincerely,

[Your Name/Signature]

[Title/Position]

[School Name]