

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

[Date]

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

Subject: Initial Notice - Past Due Tuition Balance

Dear [Name],

This is a friendly reminder that we have not yet received payment for the tuition balance for [Student Name]. According to our records, your account is currently past due.

Account Summary:

- Student ID: [ID Number]
- Current Amount Due: \$[Amount]
- Original Due Date: [Date]

Please remit payment at your earliest convenience. You may pay via [Online Portal Link], by mail, or in person at the [Office Name].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error on your statement, please contact the billing office at [Phone Number] or [Email Address] so we can assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Title]
[Institution Name]