

[Date]

[Student Name]

[Student ID Number]

[Address Line 1]

[Address Line 2]

Subject: SECOND NOTICE - FINAL WARNING REGARDING UNPAID TUITION

Dear [Student Name],

Our records indicate that your account remains past due despite our previous notice dated [Date of First Letter]. As of today, your outstanding balance is **\$[Amount Due]**.

Please be advised that this is your second formal warning. Failure to settle this debt immediately may result in the following actions:

- Immediate administrative withdrawal from all current classes.
- A formal hold placed on your academic transcripts and diploma.
- Ineligibility for future registration or campus services.
- Referral of your account to an external debt collection agency, which may impact your credit score.

To avoid these consequences, please submit your payment in full by **[Deadline Date]**. You can make a payment through the student portal at [URL] or by visiting the Bursar's Office.

If you have already made this payment, please disregard this notice. If you are experiencing financial hardship, you must contact the Financial Aid Office immediately at [Phone Number] to discuss potential payment arrangements.

Sincerely,

[Sender Name]

[Title/Department]

[Institution Name]