

[Date]

[Student Full Name]

[Student ID Number]

[Address Line 1]

[Address Line 2]

Subject: NOTICE OF ACCOUNT SUSPENSION AND OUTSTANDING DEBT

Dear [Student Name],

This letter is to formally notify you that your student account at [Institution Name] has been suspended effective immediately due to an unpaid balance of \$[Amount].

As a result of this suspension, the following restrictions now apply to your account:

- Inability to register for upcoming classes or terms.
- Withholding of official transcripts and diplomas.
- Loss of access to [Campus Facilities/Online Portals/Library Services].
- Ineligibility for campus housing or meal plans (if applicable).

Our records indicate that the following charges remain past due:

- Tuition Fees: \$[Amount]
- Late Fees: \$[Amount]
- [Other Fee Name]: \$[Amount]

Total Amount Owed: \$[Total Amount]

To restore your account to good standing and remove these restrictions, please make a full payment by [Deadline Date]. Payment can be made via [Payment Methods, e.g., Student Portal, Bank Transfer, or Cashier's Office].

If you believe there is an error in our records, or if you are experiencing financial hardship and wish to discuss a payment plan, please contact the Financial Services Office at [Phone Number] or [Email Address] immediately.

Failure to resolve this debt may result in your account being referred to an external collection agency, which may impact your credit score.

Sincerely,

[Signature Name]

[Title/Department]

[Institution Name]