

[Date]

[Student Name]

[Student ID Number]

[Address]

[City, State, Zip Code]

Subject: NOTICE OF TRANSCRIPT HOLD AND PAST DUE TUITION

Dear [Student Name],

This letter is to inform you that your student account is currently past due. According to our records, you have an outstanding balance of \$[Amount] for the [Semester/Year] academic term.

Due to this unpaid balance, a formal **Transcript Hold** has been placed on your account. While this hold is active:

- Official transcripts will not be released to you or any third party.
- You may be restricted from registering for future classes.
- Diploma release may be withheld upon graduation.

Please remit payment in full by [Deadline Date] to resolve this matter and restore full access to your student records. Payments can be made through the online student portal, by mail, or in person at the Bursar's Office.

If you believe there is an error regarding your balance, or if you wish to discuss a formal payment plan, please contact the Financial Services Office immediately at [Phone Number] or [Email Address].

Failure to address this balance may result in your account being referred to an external collection agency.

Sincerely,

[Name of Official]

[Title]

[Department Name]

[Institution Name]