

Tuition Fee Payment Schedule Confirmation

Date: [Insert Date]

Dear [Student's Name],

We are writing to confirm the tuition fee payment schedule for the academic year [Insert Year]. Below are the details of your payment plan:

Payment Schedule:

- **First Installment:** \$[Insert Amount] due on [Insert Due Date]
- **Second Installment:** \$[Insert Amount] due on [Insert Due Date]
- **Final Installment:** \$[Insert Amount] due on [Insert Due Date]

Please ensure that the payments are made by the due dates mentioned above. If you have any questions or require further assistance, feel free to contact our office at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School/University Name]

[Contact Information]