

Late Fee Warning

Date: [Insert Date]

To: [Student's Name]

Student ID: [Insert Student ID]

Address: [Insert Address]

Dear [Student's Name],

We hope this message finds you well. This letter is to inform you that your payment for the [Insert Fee Description] is currently overdue. According to our records, the payment was due on [Insert Due Date].

As a result of this delay, a late fee of [Insert Amount] has been applied to your account. To avoid further penalties, we kindly urge you to settle the outstanding amount of [Insert Total Due] by [Insert Final Deadline].

If you have already made this payment, please disregard this notice. Otherwise, please contact the financial office at [Insert Contact Information] if you have any questions or concerns regarding this matter.

Thank you for your prompt attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Institution Contact Information]