

Outstanding Fees Notification

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you that your account currently shows an outstanding balance of [Amount] due as of [Due Date].

We kindly ask you to settle this amount at your earliest convenience to avoid any late fees or disruption to your education.

Please find the details of your outstanding fees below:

- Tuition Fees: [Amount]
- Library Fees: [Amount]
- Other Fees: [Amount]

If you have already made the payment, please disregard this notice. If you are experiencing financial difficulties, we encourage you to contact our financial aid office for assistance.

Thank you for your attention to this matter.

Sincerely,

[Institution's Name]

[Contact Information]