

Exclusive Academy Late Payment Alert

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your payment for the [specific course/program] at Exclusive Academy is currently overdue. As of today, the payment originally due on [original due date] has not been received.

We understand that oversights can happen, and we encourage you to make the necessary payment by [new deadline] to avoid any late fees or disruption to your enrollment status. The total amount due is [amount owed].

If you have already made this payment, please disregard this notice. Otherwise, we appreciate your prompt attention to this matter.

For any questions or assistance, feel free to contact our finance department at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

Exclusive Academy