

Private School Financial Obligation Notice

Date: [Insert Date]

To: [Parent/Guardian Name]

Address: [Parent/Guardian Address]

Dear [Parent/Guardian Name],

We hope this letter finds you well. As we approach the end of the academic term, we would like to remind you of the financial obligations associated with your child's enrollment at [School Name].

Our records indicate that the following amounts are due:

- Tuition fees: \$[Amount]
- Activity fees: \$[Amount]
- Lunch fees: \$[Amount]

The total outstanding balance is \$[Total Amount]. We kindly ask that you settle your account by [Due Date] to avoid any late fees or disruptions to your child's enrollment.

If you have already made a payment or have questions regarding your balance, please do not hesitate to contact our financial office at [Phone Number] or [Email Address].

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,
[Your Name]
[Your Title]
[School Name]
[Contact Information]