

Dear [Parent's Name],

We hope this message finds you well. We are writing to remind you that the tuition payment for your child, [Child's Name], for the period of [Specify Period] is currently overdue.

The total amount due is [Amount Due]. We kindly ask that you make this payment at your earliest convenience to avoid any late fees or disruption to your child's enrollment.

If you have already sent your payment or if you have any questions regarding your account, please feel free to contact us at [School's Phone Number] or [School's Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[School's Contact Information]