

# Account Balance Reminder

Dear [Parent/Guardian's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding balance on your child's school account.

As of [Date], the current balance is \$[Amount]. We kindly ask that you settle this balance by [Due Date] to ensure your child continues to enjoy all school activities without interruption.

If you have any questions or need assistance regarding the payment, please feel free to contact us at [School Phone Number] or [School Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]