

Pending Tuition Payment Alert

Dear [Student's Name],

We hope this message finds you well. This is a friendly reminder that your tuition payment for the [semester/year] is currently pending. The due date was on [due date], and as of today, we have not yet received the payment.

Please take a moment to ensure that your payment is processed at your earliest convenience to avoid any late fees or interruptions in your enrollment status.

If you have already made this payment, please disregard this notice. If you have any questions or need assistance, feel free to reach out to our office at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Institution's Name]

[Contact Information]