

Reminder for Outstanding Tuition Fees

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. This is a friendly reminder that your tuition fees for the academic term are currently outstanding. As of today, the amount of **[\$[Insert Amount]** remains unpaid.

We kindly ask that you arrange for payment at your earliest convenience to avoid any late fees or penalties. Payment can be made via [insert payment methods]. If you have already submitted your payment, please disregard this notice.

If you have any questions or are facing difficulties that may prevent you from settling your account, please feel free to contact our finance office at [insert contact information]. We are here to assist you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution's Name]

[Contact Information]