

Notification of School Fees Arrears

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We hope this message finds you well. We are writing to inform you about the outstanding school fees for your child, [Child's Name], who is currently enrolled in [Grade/Class Name]. Our records indicate that the following fees remain unpaid:

- Tuition Fees: \$[Amount]
- Activity Fees: \$[Amount]
- Other Fees: \$[Amount]

The total amount due is \$[Total Amount]. According to our records, this payment was due on [Due Date]. We kindly request that you settle the outstanding amount by [New Due Date] to avoid any disruptions to your child's education.

If you have already made the payment or if you are experiencing financial difficulties, please contact our office at [School's Phone Number] or [School's Email Address]. We are here to assist you and discuss possible payment arrangements.

Thank you for your attention to this matter, and for your continued support of our school.

Sincerely,

[Your Name]
[Your Position]
[School Name]
[School Address]