

Tuition Fee Payment Reminder

Dear [Parent's Name],

We hope this message finds you well. This is a friendly reminder that the tuition fee for [Student's Name], enrolled in [Grade/Class], is due on [Due Date].

The total amount due is [Amount]. Please ensure that the payment is made by the due date to avoid any late fees.

Payment can be made through [Payment Methods - e.g., online portal, bank transfer, check]. If you have any questions or concerns regarding the payment, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]