

Tuition Balance Reminder

Dear [Parent/Guardian's Name],

We hope this message finds you well. This is a friendly reminder that your current tuition balance for [Student's Name] for the [academic year/semester] is [amount].

To ensure that [Student's Name] continues to have access to all the educational resources, we kindly ask that you settle this balance by [due date].

If you have already made this payment, please disregard this notice. If you have any questions regarding the balance or payment options, feel free to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]