

# Registration Fee Reminder

Dear [Applicant's Name],

We hope this message finds you well. This is a friendly reminder that the registration fee for your application to the [Academic Program Name] is due on [Due Date].

As a reminder, the fee is [Amount] and can be paid through the following methods:

- Online Payment via our website
- Bank Transfer to [Bank Details]
- In-Person at our office

Please ensure that your payment is submitted by the due date to secure your spot in our program. If you have already made this payment, please disregard this reminder.

Thank you for your attention to this matter. If you have any questions, feel free to reach out to us at [Contact Information].

Best regards,  
[Your Name]  
[Your Position]  
[Institution Name]