

# Official Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This is to formally notify you that the tuition fee for the [academic term/semester] is due on [due date]. The total amount due is [amount]. Please ensure that the payment is made by the deadline to avoid any late fees or penalties.

Payment can be made via [payment method, e.g., bank transfer, online portal, etc.], and the details for the payment are as follows:

- Account Name: [Account Name]
- Account Number: [Account Number]
- Bank Name: [Bank Name]
- Reference: [Student ID/Name]

If you have any questions or require further assistance, please do not hesitate to contact our office at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]