

Delinquent Tuition Fee Warning

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you that your tuition fees for the semester are currently overdue. As of [Insert Due Date], the outstanding amount is [Insert Amount].

It is crucial that this balance is settled promptly to avoid any penalties or disruption to your enrollment status. Please make arrangements to pay the outstanding fees by [Insert New Deadline].

You can make your payment through [Insert Payment Methods] or by contacting our finance office at [Insert Contact Information]. If you believe you have received this notice in error, please reach out to us immediately to discuss your account.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]