

Outstanding Tuition Fees Notification

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. This is to inform you that our records indicate an outstanding balance regarding your tuition fees for the [Insert Semester/Year].

As of today, the total amount due is [Insert Amount]. We kindly request that you address this balance at your earliest convenience to avoid any disruptions to your academic status.

If you have already made arrangements or believe this notification has been sent in error, please contact our office immediately at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]