

# Fee Installment Payment Request

Date: [Insert Date]

Dear [Parents' Names],

I hope this message finds you well. We are writing to discuss the payment structure for the upcoming school fee. To ensure that all students can continue to receive quality education without interruption, we offer an installment payment option.

We kindly request that you consider making the fee payment in installments. The proposed schedule is as follows:

- First installment: [Amount] due by [Date]
- Second installment: [Amount] due by [Date]
- Final installment: [Amount] due by [Date]

If you have any questions or need to discuss this further, please do not hesitate to reach out to us.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]