

Fee Installment Payment Schedule

Date: [Insert Date]

To,

[Student's Name]

[Student's Address]

[City, State, ZIP Code]

Dear [Student's Name],

We hope this message finds you well. As part of our commitment to assist you in managing your educational expenses, we have created a fee installment payment schedule for your upcoming academic term.

Payment Schedule

Installment Number	Due Date	Amount (USD)
1	[Insert Due Date 1]	[Insert Amount 1]
2	[Insert Due Date 2]	[Insert Amount 2]
3	[Insert Due Date 3]	[Insert Amount 3]
4	[Insert Due Date 4]	[Insert Amount 4]

Please ensure that the payments are made by the due dates to avoid any late fees. You can make your payments via [insert payment methods available].

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

Thank you for your attention and prompt payment.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]