

Notification of Tuition Fee Arrears

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you that our records indicate an outstanding balance for your tuition fees for the current academic period. The total amount due is [Insert Amount].

Please take note of the following details regarding your account:

- Student ID: [Insert Student ID]
- Program: [Insert Program Name]
- Due Date: [Insert Due Date]

To avoid any disruption to your studies or late fees, we kindly ask you to settle this balance at your earliest convenience. Payment can be made through [Insert Payment Methods].

If you have already made the payment, please disregard this notice. Should you have any questions or need to discuss your account, feel free to contact our office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]