

Outstanding Tuition Fees Notification

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you that, as of today, your account shows an outstanding balance for your tuition fees. Below are the details:

- Student ID: [Insert Student ID]
- Outstanding Amount: [Insert Amount]
- Due Date: [Insert Due Date]

Please note that this balance must be cleared to continue your enrollment and avoid any late fees or holds on your account.

If you have recently made a payment or believe this notice is in error, please contact our office at [Insert Contact Information] for assistance.

Thank you for your attention to this important matter.

Sincerely,

[Your Institution's Name]

[Your Institution's Contact Information]