

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Reminder for Unsettled Tuition Fees**

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to remind you that your tuition fees for the current semester remain unsettled. As of today, your outstanding balance is [Insert Amount].

To avoid any disruption to your studies and access to university facilities, we kindly ask that you settle your outstanding balance by [Insert Due Date]. Payment can be made through [insert payment methods/options].

If you have already made this payment, please disregard this notice. Otherwise, if you require any assistance or wish to discuss your payment options, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Institution's Name]

[Institution's Contact Information]