

Tuition Fee Payment Follow-Up

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. This is a friendly reminder regarding your outstanding tuition fee payment for the [insert semester/academic year]. Our records indicate that the payment due on [insert due date] has not yet been received.

To avoid any late fees or disruptions to your enrollment status, we kindly request that you complete the payment by [insert new deadline]. If you have already made the payment, please disregard this notice.

If you have any questions or require assistance, please don't hesitate to contact our office at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]