

# Tuition Payment Deadline Notice

Dear [Student's Name],

This is a reminder that the deadline for tuition payment for the [academic term/year] is approaching. Please ensure that your payment is submitted by **[Deadline Date]** to avoid any late fees or registration holds.

You can make your payment via the following methods:

- Online through the student portal
- By mailing a check to the financial office
- In person at the finance department

If you have any questions or require assistance, please do not hesitate to contact the financial office at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Institution Name]  
[Contact Information]