

Tuition Payment Notice

Date: [Insert Date]

To: [Student's Name]

Dear [Student's Name],

This is a formal notice regarding your outstanding tuition payment for the current academic term. According to our records, the payment of [Amount Due] was due on [Due Date].

Please ensure that payment is made by [Final Payment Date] to avoid any late fees or registration holds.

For your convenience, payment can be made through the following methods:

- Online through the student portal
- By mail to [Institution's Address]
- In-person at the finance office

If you have already made this payment, please disregard this notice. Should you have any questions or concerns, feel free to contact our office at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Institution's Name]