

School Fee Payment Reminder

Date: [Insert Date]

Dear [Parent's Name],

We hope this message finds you well. This is a friendly reminder that the payment for your child, [Child's Name], for the school fees is due on [Due Date].

The outstanding amount is [Amount Due]. We kindly request you to make the payment by the due date to avoid any late fees.

If you have already made the payment, please disregard this notice. Should you have any questions or concerns, feel free to reach out to us at [School's Contact Information].

Thank you for your continued support and cooperation.

Sincerely,

[Your Name]

[Your Position]

[School Name]