

Educational Fees Payment Alert

Dear [Parent/Guardian's Name],

We hope this message finds you well. This is a friendly reminder regarding the upcoming payment for your child's educational fees.

Due Date: [Due Date]

Amount Due: \$[Amount]

Please ensure that the payment is made by the due date to avoid any late fees and ensure uninterrupted access to educational services.

If you have already made the payment, please disregard this notice. For questions or further assistance, feel free to contact our office.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title]

[School/Institution Name]

[Contact Information]