

Final Notice for School Fees Payment

Date: [Insert Date]

To:

[Parent/Guardian's Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

This is a final notice regarding the outstanding school fees for your child, [Child's Name], enrolled in [Grade/Class Name] at [School Name]. According to our records, the amount of [Amount Due] remains unpaid, and previous reminders have gone unanswered.

We kindly request that you settle this amount by [Final Payment Date]. Failure to do so may result in [consequences, e.g., withholding of report cards, restriction from school activities, etc.].

Please contact the school office at [School Phone Number] or [School Email Address] if you have any questions or need assistance regarding this matter.

Thank you for your immediate attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]