

# Friendly Reminder: School Fee Payment

Dear [Parent's Name],

I hope this message finds you well! As we approach the upcoming term, we wanted to kindly remind you that the school fee for [Student's Name] is due on [Due Date].

We appreciate your cooperation in ensuring that the payment is made on time to avoid any disruptions to your child's learning experience.

If you have already made the payment, please disregard this reminder. If you have any questions or need assistance, feel free to reach out to us.

Thank you for your attention to this matter, and for your continued support of our school community!

Best regards,  
[Your Name]  
[Your Position]  
[School Name]  
[Contact Information]