

Reminder for Pending School Fees

Date: [Insert Date]

Dear [Parent's Name],

We hope this message finds you well. We are writing to remind you that the school fees for [Child's Name] for the term [Insert Term] are still pending. As per our records, the total amount due is [Insert Amount].

We understand that unforeseen circumstances may arise, and we appreciate your attention to this matter. Please make the payment by [Insert Due Date] to avoid any late fees or disruption in your child's enrollment status.

If you have already made the payment, please disregard this reminder. If you have any questions or need assistance, feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]