

# School Fee Outstanding Notification

Date: [Insert Date]

Dear [Parent's Name],

We hope this message finds you well. We are writing to inform you that there is an outstanding balance on your child's school fee account.

As of [Insert Due Date], the following fees remain unpaid:

- Tuition Fee: [Insert Amount]
- Activity Fee: [Insert Amount]
- Other Fees: [Insert Amount]

To avoid any disruption in your child's education, we kindly ask you to settle the outstanding amount by [Insert New Due Date]. Payments can be made through [Insert Payment Methods].

If you have already made the payment or require any assistance, please contact our finance office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]