

# Dear Parents/Guardians,

We hope this message finds you well. This is a friendly reminder that the school fees for the current term are due on [**Due Date**].

As of today, your account shows an outstanding balance of [**Outstanding Amount**]. To avoid any late fees or disruptions to your child's enrollment, we kindly ask that you make the payment at your earliest convenience.

You can make the payment via [**Payment Method**]. Should you need assistance with the payment process, please do not hesitate to contact our finance office at [**Contact Information**].

Thank you for your prompt attention to this matter and for your continued support of our school community.

Sincerely,

[Your Name]

[Your Position]

[School Name]