

Urgent School Fee Payment Reminder

Date: [Insert Date]

Dear [Parent's Name],

We hope this message finds you well. This is a friendly reminder that the payment for your child's school fees for the [insert term/semester] is now overdue. The total amount due is [insert amount].

Please take immediate action to settle the outstanding amount to ensure your child's uninterrupted attendance and access to school resources.

You can make the payment via [insert payment method] or visit our administrative office during working hours.

If you have already made the payment, please disregard this notice. Should you require any further assistance, do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]