Date

Name

Address

Dear Mr. Jim,

I am writing this letter to remind you about the non-paid fee of your child, Emily Jim, of grade 5.

We expect all the parents to adhere strictly to our school policy of timely payment of fees. Your child’s school fee for the month of January 20XX has been delayed by 25 days, which is certainly not unacceptable. You are requested to make the payment till 7th February 20XX. Otherwise, we would have to suspend your child.

As this is the first time of delayed payment on your part, we are not taking any serious action. However, if this continues, we would be forced to impose penalties in the form of extra fines and cancellation of your child’s scholarship in the future.

We hope that you would make the payment soon and would try to avoid such delays in the future.

We wish to shape your child’s future in the best manner possible, and we need your cooperation in that. Let us know if you need any information on [X].

Regards,

Sarah Robson.