Date:

Parent name:

Address of the parent:

**Subject: outstanding fee letter**

Respected Sir/Madam,

This letter is being written most respectfully to you to state that the amount of 500$, which is the tuition fee for February and January is pending against the school fee of your son. (Provide the details of the child).

We are hereby requesting you to clear the entire fee as soon as possible so that your child can continue his studies in this prestigious institution without any delay. Please be informed that we have a policy to help parents to pay fees in installments also. A prompt reply from your side will be highly appreciated in this matter.

Thank you so much for your time.

Regards,

Respectfully yours,

Signatures of the school’s representative

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