To

[The Recipient Name]  
[Address]

Dear Mr. [name]

I [name] am writing to you from [department name] from [school name]. Your children [name 1] and [name 2] are studying in our school in classes [number] and [number]. You have not paid the school fees for the last three months despite repeated reminders.

Your kids have been with us for [number] of years and in all these years such a problem has never occurred before which is why we have waited for so long but now it is not possible for us to delay this any longer. Please submit the fee by [date] or we will be forced to rusticate your kids.

Also, in case of rustication, you would lose the security deposit at the time of admission. We strongly urge you to contact the administration by [date] to discuss the payment details as we are ready to work out an installment-based fee returning plan.

Your children’s education is of utmost importance to us and we don’t want to disturb them but the school has some policies which we have to follow for the sake of stability and progress. Looking forward to your understanding and cooperation.

Yours sincerely,

[Your Name]  
[Designation]