Date:

Name of the student,

Name of the school,

**Subject: warning letter for fee submission**

Dear Mr. ABC,

You are being informed that your school fee of six months is pending. The school has sent you many reminders to pay the fee earlier. However, you have not paid any heed to them. In addition, your parents also did not respond to any of the reminders the school had sent.

As per the policy of the school, the students are expected to pay the fee every month. They are allowed to delay the fee for up to two months. After that, the school is free to take the decision of a student's suspension from the school. Since you are a capable student, we have given you a reasonable amount of time to pay the fee. However, we are still disappointed to see that you don’t seem to pay the fee since you have not responded to any of the notifications.

Please accept his letter as an official warning being issued to you on non-payment of the fee for six months. Failure to pay the fee by the due date of next month will result in your suspension from the school. Also, the school will not issue a school leaving certificate unless you clear all the pending dues.

If you have any serious issues with not paying the pending dues, you can talk to the vice principal of the school. The school can provide you with support in the best possible way. Furthermore, we can deduct the total fine added to your fee so that you can easily pay the fee as the school does not want anyone to compromise on their education.

Regards,

Name of the sender

Signatures

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