Date:

Name of the student,

Name of the school,

**Subject: warning letter for fee submission**

Dear Mr. ABC,

Thank you so much for choosing XYZ College for completing your higher studies. You have always been a very able and talented student and based on your grades, the college’s management finds you as a very diligent student. The purpose of writing this letter is to draw your attention to your fee which has been due for 4 months.

Please accept this letter as a formal warning from the higher authorities of the school. As per the policy of the school, every student is required to pay the fee within two months after the fee challan has been issued. So, if you don’t pay the fee by the coming due date, you will have to face serious consequences. I hope that you will pay the fee in time.

Regards,

Name of the sender

Signatures