[School Name]  
[Address]

Dear Parents,

I am writing this letter to inform you that the school fee of your son Kevin Walter is pending for the fall semester. A total sum of $800 is payable till the deadline of 16th October.

A reminder was sent previously too, to which we got no response from your side. After the due date, $50 will be charged for every day up till a week after which the name of your son will be struck off the exam list and he won’t be able to appear in the final term exam. We advise you to please pay the fee on time to avoid any inconvenience.

We have attached the fee voucher of our son with this letter for your reference. Please submit it at your earliest. We also have a policy of accepting fees in installments. If you wish to avail of the policy, please let us know so we can send you the details of how the installments need to be paid.

Furthermore, if your son Kevin Walter performs well in his final year exam and gets a 3.5 cumulative GPA, he will be eligible for a scholarship that will cover his tuition fee for the future. So please clear the dues on time so Kevin can appear in his exam. We wish the best academic results for your child.

Thank you for your time. Looking forward to hearing from you soon.

Regards,

School management.