[Name of Recipient]

[Address of Recipient]

Date:

**Subject: School Fee Collection Reminder**

Dear Mr. / Mrs. [Name of the Recipient],

This is to remind you that the school fee of your child, [Name of the Student], studying in grade [mention Grade/Class] at [mention Name of the School] is due to be paid. I must also remind you that in respect of three months fee, a total sum of [mention Amount] is required to be paid.

So, kindly clear your dues within the next [mention Number of Days] days. Otherwise, we will have to take some serious action in this regard.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]