

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name
Address Line
City, State Zip Code

Date

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Tuition Installment Payment

Dear :

We are writing to inform you that your child's next tuition installment of \$ is due {date}. The last three payments have been late and we are concerned if there is a matter that you need to discuss with us. We want to maintain a respected and responsible financial relationship with you and your child. However, this includes timely payments. Please contact us if there are any questions.

Sincerely,

N A M E

Sample Letter Requesting Tuition Payment

Detroit (Mich.). Board of Education

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the text "Detroit (Mich.). Board of Education".

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