

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

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