**To**

**[The Recipient Name]  
[Address]**

**Subject: school fee payment delayed**

Dear Parents,

We hope you are all doing well. All the parents who have not deposited the project fee of their children are hereby informed through this letter that they need to clear all the pending dues before [date], which has been announced as the deadline for fee submission.

The principal is pleased to allow this extension keeping in view the current prevailing situation in the country. As you know, the final exam is expected next month. You are informed that only those children, who pay their fees on time, will be allowed to sit in the exam.

Furthermore, every class teacher has assigned projects to its class. Marks of this project will be added to the final exam. These marks will play important role in determining your child’s position in the class. Children will complete their respective projects in their classes, and we need to buy material for projects as soon as possible.

The amount required for making the project has also been included in the fee challan. All parents are requested to assure timely payment of remaining school dues with project fees so that everything gets completed on time. We need your cooperation in this regard.

We need heavy finance to run our school affairs in a smooth way. Monthly fee collection is the major source of our finance because we do not get funding from the government or any NGO. If you make unwanted delays in paying your child’s monthly fee, it will cause hurdles in the smooth functioning of the school.

We do not compromise on the quality of education and our competitive teachers strive hard to keep the children abreast of modern and updated knowledge. We are also committed to providing amenities to all children, including transport facilities, scientific exhibitions, and many more. All such facilities are covered through school fees.

We are expecting a positive response from your side.

Sincerely,

[School management]  
[School Name]