

School logo

SCHOOL NAME

ADDRESS · PHONE

Date

FEE REMINDER

To the parent / guardian of _____ Class _____ Roll no. _____

Dear parent, our records show that the fee below is still unpaid. We would be grateful if you could pay it by _____. If you have already paid, please ignore this notice and keep your receipt.

FEE FOR	AMOUNT (RS)
Months unpaid: _____	
Previous dues	
Late fee	
Total to pay	

HOW TO PAY

At the bank with your fee challan, or at the school office
(_____ to _____).

NEED MORE TIME?

Please meet the accounts office so we can agree a
payment plan with you.

Accounts office

Principal

Free fee reminder format from okulium.pk

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