



C 61 (2020-21)

Date: 05/02/2021

To,

Mr./ Ms. \_\_\_\_\_

**Sub: Outstanding Fee**

Dear Sir/Madam,

This is to inform you that there is an **Outstanding Fee of Rs.** \_\_\_\_\_ (Rupees \_\_\_\_\_) of your Ward Ms./Mst. \_\_\_\_\_ studying in our School in Grade \_\_\_\_\_, as per the details given below: -

Sr. No.	Year	Outstanding Fee
1		
2		
	<b>TOTAL</b>	

Our office has been constantly reminding you to pay the outstanding fee of Rs. \_\_\_\_\_ but you have not cleared the same so far. Accordingly, you are being given a final reminder to pay the outstanding fee of Rs. \_\_\_\_\_ on or before February 10<sup>th</sup> 2021.

You will appreciate that it will be in the interest of your child to clear the outstanding fee within the stipulated time.

Thanking you,

Yours faithfully,

Monica Jaiswal

Principal

Sarvankash Vidya Mandir