To the parent/carer of \*insert student name\*

**Instrument tuition fees**

Please may I remind you that the fees for your child’s instrumental lessons are now due/overdue.

Please arrange for payment of £\*insert payment amount\* to be made to the school office at your earliest convenience and no later than \*insert appropriate date\*. Payment should be made by \*insert payment method details – cheque / ParentPay / etc\*

Should you fail to get in touch with the office by the above date, an administration fee of £\*insert amount\* will be added to your original bill.

Please do get in touch if you have any questions or queries.

Kind regards

\*school sign off\*