

Notice of Unpaid School Fine or Fee

Student Name: _____ Date: _____

School: _____

Dear Parent or Guardian:

Your child has incurred a fine or fee at school that must be paid as soon as possible.

The fine or fee is for _____

The amount due is \$ _____

Please make arrangements to pay the above amount. You may

_____ Send a check to the school at: _____

Make your check payable to: _____

_____ Pay in cash at the school office

_____ Other: _____

If you are having financial difficulty and cannot pay the total amount, please contact:

Name

Title

Phone/e-mail

未支付学校罚款或费用的通知

学生姓名：_____日期：_____

学校：_____

尊敬的家长/监护人：

您的孩子在学校产生了罚款或费用，须尽快支付。

该罚款或费用是用于_____

应付金额为：\$_____

请安排支付上述金额。您可以：

_____将支票寄至学校，地址为：_____

支票抬头请写：_____

_____在学校办公室用现金支付

_____其它方式：

如果您有财务困难，无法支付全部金额，请联系：

姓名：_____

职务：_____

电话/电子邮箱：_____