

Date:/.../...(dd/mm/yyyy)

Full Names.....

ID Number:

Phone Number:

Email Address:

To Whom it May Concern,

RE: COMMITMENT FOR LATE FEE PAYMENT

This is to notify you that I, am the parent/
guardian of,

admission number (optional), currently studying at **Yoani Springs
Academy.**

I am writing this letter to bring to your notice that at present, I will not be able to pay the fees as
outlined in the fee payment policy for Term Year....., due to:

..... I
therefore request that you allow me to clear my balance by/...../..... without
fail.

Name Signature: Date: