

Date: [Insert Date]

To,
The [Principal/Accounts Department]
[Name of Institution]
[Institution Address]

Subject: Apology for Late Tuition Fee Payment and Commitment to Settle Within Agreed Period

Dear Sir/Madam,

I am writing this letter to formally apologize for the delay in the payment of my tuition fees for the [current semester/academic year], which was due on [original due date]. I sincerely regret any inconvenience this may have caused to the institution and the administration.

The delay was due to [briefly state reason if applicable, e.g., unforeseen financial difficulties, personal circumstances], and was never my intention to disregard the payment deadlines set by the institution. I fully understand the importance of timely fee payments in ensuring the smooth functioning of the academic environment.

I assure you that I am committed to settling the outstanding balance in full within the agreed period, specifically by [mention the new agreed payment date]. I take complete responsibility for this oversight and promise to adhere strictly to all future payment schedules to avoid any recurrence of such incidents.

Once again, I apologize for any disruption or inconvenience caused, and I deeply value my association with [Institution Name]. Thank you very much for your understanding and patience in this matter.

Yours sincerely,
[Your Name]
[Your Roll Number/Student ID]
[Course/Program Name]
[Contact Information]