

IIS.33.2008

Date:

To:

.....
.....
.....

Dear Sir/Madam,

Re: Payment of term fees for _____ Class _____

With reference to the above, we wish to inform you that to date we have not received your payment for the January-April 2008 term fees for your child/ward amounting to **RM**

_____.

We have issued 2 reminders to you dated **18 January 2008 and 29 January 2008**. As you have not made any payment since our final reminder, we would like to inform you that your child/ward will not be on our register for the summer term (April-July 2008).

If you wish for your child/ward to continue to study in this school, please ensure that the fees for the 1st term (Jan-April 2008) and the new term (April-July 2008) are paid up before the term begins on 21st April 2008.

Thank you.

Yours truly,

Ipoh International School Sdn Bhd

.....

Mrs. Lai Kong Wa
Director