Dear

Re: «FirstName» «LastName», «ClassName»

According to our records, it appears that there is a balance outstanding for dinner money, despite

a previous written reminder. The amount due for payment is £«AmountOverdue». We would be grateful if you would kindly clear this balance as soon as possible.

For your information, the last payment shown on our system was made on «LastPaymentDate».

Please arrange for this money to be paid immediately, by sending in the money into school in a marked envelope. The cost of a school meal is £2.20per day £11.00 per week.

Since non-payment for school meals affect the quality of service we offer to the children, we need to ensure that all payments are up-to-date and I am afraid that if this debt is not cleared by the end of Friday this week, it will not be possible to provide your child with a school meal from next week. You will need to make your own arrangements for your child’s lunch.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely