



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, currently studying at Bright Beginnings Kindergarten and Preparatory, Kilifi.

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. I am aware that I am to pay the late payment fee of Kshs. 1,000/-

Your Sincerely,

Name: Signature: Date: