

# POTENTIAL COACHING & CAREER COUNSELLING



+91-8729985745

PC3.EDU@GMAIL.COM

PC3.IN

Reg No : ED/ICR/PVT. COACHING INSTITUTE/2022-23/2081-84

Sr No.25/07/2023/98745/02411

Notice to Parents Regarding First Installment of Fee Pending Payment (before 15th July 2023)

Hello, Parents

Date: 04/07/2023

We hope you are healthy and happy as we send you this notice. We are writing to inform you of the unpaid first installment of the tuition for the current academic year (Year). According to our records, a few of you have not yet given us the full sum of Rs. 35,000.

At Potential Coaching, we work hard to give our kids a high-quality education while preserving a positive learning environment. All parents must make their contributions on time for our school to continue operating efficiently and offering the greatest possible level of instruction.

The first tuition payment is a vital part of helping to cover the costs of faculty salaries, building improvements, classroom supplies, and different extracurricular activities that improve your child's educational experience. Your prompt payment enables us to plan and carry out these activities efficiently.

We are aware that financial difficulties occasionally occur, and in these cases, we are always ready to assist our parents. Please contact the school administration office as soon as possible if you're having trouble making the payment. We think that by keeping lines of communication open, we may come to a mutually agreeable conclusion and help you meet your financial commitments without jeopardizing your child's education.

Please be aware that the outstanding payment must be made by [15th July 2023] for your child to continue attending lessons and using school facilities. Your child's name could be removed from the school rolls if you don't abide by this request, which could have a long-term impact on their education.

We regard your affiliation with Potential Coaching very highly, and we hope that you will see the significance of this situation and act promptly to make the overdue payment. We can assure our students' ongoing development and success if we work together.

I appreciate you giving this issue your attention. Please don't hesitate to contact our school administration office during business hours if you have any queries or need further help.

my heartfelt thanks,

Dr. S Hazarika

CEO

Potential Coaching

Itanagar



Note: Kindly pay the 2nd installment before 15th August 2023 to avoid the penalty.

Copy to.

Chairman Office

Accounts Section