

Date: [Insert Date]

To: [Parent/Guardian Name]

Address: [Insert Address]

Subject: Notice of Delinquent Account - [Child's Name]

Dear [Parent/Guardian Name],

This letter is to inform you that your account for daycare services rendered at [Daycare Name] is currently past due. According to our records, your balance of \$[Amount Due] was due on [Original Due Date].

As of today, we have not received payment for the following period: [Insert Dates of Service].

We understand that circumstances can change; however, timely payments are essential for us to maintain our staffing levels and provide quality care for your child. Please submit the outstanding balance by [Insert Deadline Date] to bring your account up to date.

Payment Options:

- [Insert Payment Method 1, e.g., Online Portal]
- [Insert Payment Method 2, e.g., Check/Cash at Front Desk]
- [Insert Payment Method 3, e.g., Bank Transfer]

Please be advised that failure to settle this balance or contact us to arrange a payment plan by the date mentioned above may result in the suspension of childcare services.

If you have already sent your payment, please disregard this notice. If you have any questions regarding your invoice, please contact [Name/Department] at [Phone Number/Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title]

[Daycare Name]