

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Subject: Notification of Outstanding Tuition Balance - [Child's Name]

Dear [Parent/Guardian Name],

We are writing to you today as part of our commitment to keeping families informed about their account status. We value having [Child's Name] in our care and want to ensure their enrollment remains uninterrupted.

Our records indicate that your childcare account is currently past due. As of [Current Date], the details are as follows:

- **Past Due Balance:** \$[Amount]
- **Due Date of Original Payment:** [Date]

We understand that sometimes financial matters can be overlooked or that unexpected circumstances may arise. If you have already made this payment, please disregard this notice.

If you have not yet made the payment, we kindly ask that you clear the balance by [Date]. You may pay via [Payment Method: e.g., online portal, check, or credit card].

If you are experiencing a temporary hardship, please contact [Name/Department] at [Phone Number] or [Email Address] as soon as possible. We are happy to discuss a short-term payment plan to help you bring the account up to date.

Thank you for your prompt attention to this matter and for being a part of our community.

Sincerely,

[Your Name/Director Name]

[Childcare Center Name]

[Phone Number]