

**Date:** [Insert Date]

**To:** [Parent/Guardian Name]

**Address:** [Parent/Guardian Address]

**Subject: Notice of Past Due Tuition - [Child's Name]**

Dear [Parent/Guardian Name],

This letter is a formal reminder that the childcare tuition for [Child's Name], which was due on [Due Date], has not yet been received. According to our records, your account currently shows an outstanding balance of \$[Amount].

We understand that life can be busy, and this may have been an oversight. However, prompt payment is necessary to ensure the continued operation of our facility and the quality of care provided to your child.

**Current Balance Details:**

- Overdue Tuition: \$[Amount]
- Late Fee (if applicable): \$[Amount]
- **Total Due: \$[Total Amount]**

Please submit your payment by [Deadline Date] to bring your account up to date. You may pay via [Payment Method: Cash/Check/Online Portal].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact us immediately at [Phone Number] or [Email Address] so we can discuss a resolution.

Thank you for your prompt attention to this matter and for choosing [Childcare Center Name].

Sincerely,

[Your Name/Director Name]

[Childcare Center Name]

[Phone Number]