

[Date]

[Parent/Guardian Name]

[Street Address]

[City, State, Zip Code]

RE: Past Due Tuition for [Student Name]

Dear [Parent/Guardian Name],

This is a friendly reminder that your account with [Preschool Name] is currently past due. Our records indicate an outstanding balance of \$[Amount] for the billing period of [Date/Month].

We understand that things can be overlooked. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you submit your payment by [Due Date] to ensure your child's enrollment remains in good standing.

Payments can be made via [Payment Method: Check, Online Portal, Cash].

If you are experiencing financial difficulties or believe there is an error in our records, please contact our office at [Phone Number] or [Email Address] so we can discuss a payment arrangement.

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

Sincerely,

[Your Name]

[Your Title/School Administration]

[Preschool Name]