

[Your Name/Childcare Center Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Parent/Guardian Name]
[Address]
[City, State, Zip Code]

Subject: NOTICE OF OVERDUE CHILDCARE PAYMENTS

Dear [Parent/Guardian Name],

This letter is a formal reminder regarding the unpaid balance on your account for childcare services provided to [Child's Name].

According to our records, your account is currently past due. Below is a summary of the outstanding charges:

- **Invoice Number(s):** [List Invoice Numbers]
- **Due Date(s):** [List Original Due Dates]
- **Past Due Amount:** \$[Amount]
- **Late Fees (if applicable):** \$[Amount]
- **Total Balance Due:** \$[Total Amount]

We understand that sometimes oversights occur. We kindly request that you settle this balance by [Date] to ensure there is no disruption to your child's enrollment or the accrual of additional late fees.

Payments can be made via [List Payment Methods, e.g., online portal, check, or cash].

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] so we can discuss a payment arrangement.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]