

Date: [Insert Date]

To: [Parent/Guardian Name(s)]

Child's Name: [Insert Child's Name]

Subject: First Warning - Past Due Tuition

Dear [Parent/Guardian Name],

This letter is a formal reminder regarding the tuition payment for your child, which was due on [Due Date]. According to our records, we have not yet received the payment for the period of [Billing Period].

Account Summary:

Tuition Amount: \$[Amount]

Late Fee (if applicable): \$[Amount]

Total Balance Due: \$[Total Amount]

Please submit the total balance due by [Date] to ensure there is no interruption in your child's enrollment. You can make your payment via [Payment Method, e.g., online portal, check, cash].

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error with your account, please contact us immediately at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name]

[Title/Position]

[Childcare Center Name]