

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

[Date]

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

RE: Notice of Past Due Tuition Balance

Dear [Parent/Guardian Name],

This letter is to inform you that your account for [Child's Name] is currently past due. According to our records, your balance of \$[Amount] was due on [Due Date].

As of today, we have not received your payment for the following period: [Dates of Service].

We understand that things can be overlooked. Please submit the full payment by [Date] to bring your account back into good standing. You may pay via [Payment Method: e.g., online portal, check, or cash at the front desk].

Please note that according to our tuition policy, failure to pay may result in [late fees / suspension of childcare services].

If you have already sent your payment, please disregard this notice. If you have any questions regarding your balance or if you are experiencing financial difficulties, please contact our office immediately so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Title]
[Your Childcare Center Name]