

[Date]

[Parent/Guardian Name]

[Address Line 1]

[Address Line 2]

Subject: Initial Notice of Outstanding Childcare Balance

Dear [Parent/Guardian Name],

This letter is a friendly reminder regarding an outstanding balance on your account for childcare services provided at [Childcare Center Name] for [Child's Name].

According to our records, your account currently has an overdue balance of **[\$Amount]**. This balance was due on [Due Date].

We understand that things can sometimes be overlooked. We kindly ask that you settle this balance by [Payment Deadline Date] to ensure your account remains in good standing. You may make a payment via [Payment Methods: e.g., Cash, Check, Online Portal, Credit Card].

If you have already made this payment, please disregard this notice. If you believe there is an error in our records or if you are experiencing financial difficulties and would like to discuss a payment plan, 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/Signature]

[Title/Position]

[Childcare Center Name]