

[Childcare Center Name]
[Address]
[Phone Number]
[Email]

[Date]

To the Parent/Guardian of [Child's Name],

Subject: NOTICE OF OUTSTANDING BALANCE

This letter is to inform you that there is an unpaid balance on your account for childcare services provided at [Childcare Center Name].

According to our records, your account details are as follows:

- **Current Balance Due:** \$[Amount]
- **Due Date:** [Date]
- **Billing Period:** [Dates]

We understand that schedules are busy and this may have been an oversight. We kindly request that you settle this balance by [Payment Deadline Date] to ensure there is no disruption to your child's enrollment.

Payments can be made via [Payment Methods, e.g., Cash, Check, Online Portal].

If you have already made this payment, please disregard this notice. If you believe there is an error in our records or if you need to discuss a payment plan, please contact our office immediately at [Phone Number].

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

Sincerely,

[Your Name/Administrator Name]
[Title]