

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Subject: Reminder: Outstanding Balance for [Child's Name]

Dear [Parent/Guardian Name],

We are writing to bring to your attention that your childcare account currently has an outstanding balance of \$[Amount]. According to our records, this payment was due on [Due Date].

We understand that life can be busy and this may have simply been an oversight. However, to ensure your child's continued enrollment and the smooth operation of our center, we kindly ask that you bring your account up to date as soon as possible.

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

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 at [Phone Number] or [Email Address] so we can discuss a solution.

Thank you for your prompt attention to this matter and for being a part of our community.

Sincerely,

[Your Name/Signature]

[Title]

[Childcare Center Name]