

Date: [Insert Date]

To: [Parent/Guardian Name]

Address: [Street Address]

City, State, Zip: [City, State, Zip]

Subject: FINAL NOTICE - OVERDUE CHILDCARE BALANCE

Dear [Parent/Guardian Name],

This letter serves as a formal warning regarding the outstanding balance on your account with [Childcare Center Name] for services provided to [Child's Name].

According to our records, your account is currently **[Number]** days past due. Despite previous reminders, we have not received payment for the following:

- **Total Balance Due:** \$[Amount]
- **Due Date:** [Original Due Date]

Please be advised that this is our final attempt to resolve this matter internally. If payment is not received in full by **[Deadline Date]**, we will be forced to take the following actions:

1. Immediate termination of childcare services.
2. Transfer of your account to an external professional collection agency.
3. Reporting of the delinquency to credit bureaus.

To avoid these steps, please submit your payment immediately via [Payment Method: Online Portal/Check/Cash]. If you are experiencing a financial hardship and wish to discuss a temporary payment plan, you must contact us at [Phone Number] before the deadline stated above.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Title]

[Childcare Center Name]

[Phone Number]

[Email Address]