

[Your Childcare Center Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Parent/Guardian Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: SECOND REMINDER: Overdue Childcare Fees - [Child's Name]

Dear [Parent/Guardian Name],

This is a second formal reminder regarding the outstanding balance on your account for childcare services. Our records indicate that we have not yet received payment following our initial notice sent on [Date of First Notice].

As of today, your account is overdue by [**Number**] days. The total amount currently outstanding is \$[**Amount**].

This balance includes fees for the following period(s):

[Billing Period 1]: \$[Amount]
[Billing Period 2]: \$[Amount]
[Late Fees, if applicable]: \$[Amount]

We understand that family circumstances can change. If you are experiencing financial difficulties, please contact our office immediately at [Phone Number] so we can discuss a potential payment plan.

Please remit the full payment by [Due Date] to avoid further action. Failure to resolve this debt may result in the suspension of childcare services for [Child's Name] and the referral of your account to an external collection agency.

If you have already made this payment, please disregard this letter.

Sincerely,

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