

[Current Date]

[Parent/Guardian Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: SECOND REMINDER - OUTSTANDING CHILDCARE ACCOUNT

Dear [Parent/Guardian Name],

According to our records, your account remains overdue. We previously contacted you on [Date of First Reminder] regarding an outstanding balance of \$[Amount]. As of today, we have not yet received payment or a response from you.

Account Details:

Child's Name: [Child's Name]

Invoice Number(s): [Invoice Numbers]

Total Amount Due: \$[Amount]

We understand that sometimes payments can be overlooked. However, as per our childcare agreement, fees must be paid on time to ensure the continued operation of our services and your child's placement in our program.

Please arrange for immediate payment via [Payment Method: Cash/Check/Online Portal]. If you are experiencing financial difficulties, please contact us immediately at [Phone Number] or [Email Address] so we can discuss a potential payment plan.

If payment has already been sent, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Director Name]

[Childcare Center Name]

[Phone Number]