

[Your Name/Childcare Center Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

**Subject: SECOND NOTICE: Overdue Childcare Payment for [Child's Name]**

Dear [Parent/Guardian Name],

This is a formal follow-up to the notice sent on [Date of First Notice] regarding your unpaid balance for childcare services. According to our records, your account remains past due.

**Account Summary:**

- **Total Amount Overdue:** \$[Amount]
- **Original Due Date:** [Date]
- **Late Fees Applied:** \$[Amount]
- **Total Balance Owed:** \$[Total Amount]

Please submit this payment immediately to ensure your child's continued enrollment. If you have already sent the payment, please disregard this letter.

If you are experiencing financial difficulties, please contact us at [Phone Number] or [Email Address] by [Date] so we can discuss a potential payment plan. Failure to settle this balance or contact us may result in the suspension of childcare services.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]  
[Title/Position]