

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

[Date]

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

Subject: SECOND REMINDER - Past Due Childcare Service Fees

Dear [Parent/Guardian Name],

This is a second reminder that your account for childcare services for [Child's Name] is currently past due. We sent a previous notice on [Date of First Notice], but we have not yet received your payment or a response regarding your balance.

Account Summary:

- **Invoice Number:** [Invoice #]
- **Billing Period:** [Date Range]
- **Original Due Date:** [Date]
- **Total Amount Overdue:** \$[Amount]

If payment has already been sent, please disregard this notice. Otherwise, please submit the full amount by [Final Due Date] to ensure there is no interruption to your child's enrollment.

If you are experiencing financial difficulties, please contact us immediately at [Phone Number] so we can discuss a potential payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]