

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

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

RE: SECOND NOTICE - PAST DUE BALANCE

Dear [Parent/Guardian Name],

This letter is a second formal request for payment regarding your overdue childcare account. Our records show that we have not yet received payment following our first notice sent on [Date of First Notice].

As of today, your account has an outstanding balance of **[\$[Amount]]** for services provided between [Start Date] and [End Date].

Details of the balance:

- Overdue Tuition: **[\$[Amount]]**
- Late Fees: **[\$[Amount]]**
- Total Due: **[\$[Total Amount]]**

Please submit the full payment immediately to bring your account up to date. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties, please contact us at [Phone Number] today so we can discuss a possible payment plan. Failure to resolve this balance by [Deadline Date] may result in the suspension of childcare services for [Child's Name] and further collection actions.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Position]