

Date: [Current Date]

TO: [Parent/Guardian Name]

ADDRESS: [Street Address, City, State, Zip Code]

RE: SECOND NOTICE OF OVERDUE CHILDCARE FEES

Dear [Parent/Guardian Name],

This is a formal follow-up to the notice sent on [Date of First Notice] regarding the unpaid balance on your account for [Child's Name]. As of today, our records show that your account remains past due.

Account Summary:

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

We value having your child in our care; however, timely payments are necessary to maintain our operations and staffing. Please submit the total amount owed by [Final Due Date] to avoid further action.

Failure to settle this balance or contact us to establish a payment plan may result in the following:

- Suspension of childcare services effective [Date].
- Assessment of additional late penalties.
- Referral of the account to a collections agency.

If you have already sent your payment, please disregard this notice. If you have questions or are experiencing financial hardship, please contact [Name/Department] at [Phone Number] immediately to discuss your options.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Childcare Center Name]