

[Current Date]

[Parent/Guardian Name]

[Address Line 1]

[Address Line 2]

RE: SECOND NOTICE - OVERDUE CHILDCARE BALANCE

Dear [Parent/Guardian Name],

This is a follow-up to our previous notice dated [Date of First Notice] regarding the outstanding balance on your account for childcare services provided to [Child's Name].

As of today, our records indicate that your account is past due in the amount of **[\$Amount Due]**. This balance includes fees for the period of [Start Date] to [End Date].

We understand that unexpected circumstances can arise; however, timely payments are essential for us to maintain our staffing and facility standards. We kindly ask that you remit payment in full by [Due Date].

Payment Details:

Total Outstanding: **[\$Amount Due]**

Due Date: [Due Date]

Please note that failure to resolve this balance may result in [Late Fees/Suspension of Services]. If you have already sent your payment, please disregard this letter.

If you are experiencing financial difficulties and would like to discuss a payment plan, please contact our office immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Director's Name]

[Childcare Center Name]

[Phone Number]