

[Current Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Subject: SECOND NOTICE: Overdue Childcare Fees

Dear [Parent/Guardian Name],

This is a second formal request regarding the outstanding balance on your account for [Child's Name]. According to our records, your account is currently [Number of Days] days past due.

Our previous notice sent on [Date of First Notice] remains unanswered, and we have not yet received your payment. As of today, the total amount due is **[\$Amount]**. This balance includes [List any late fees if applicable].

We understand that unexpected circumstances can arise. If you are experiencing financial difficulties, please contact us immediately at [Phone Number] or [Email Address] so we can discuss a potential payment arrangement.

Please submit your payment via [Payment Method: Check/Online Portal/Cash] by [Due Date] to ensure your child's continued enrollment at [Childcare Center Name].

If you have already sent your payment, please disregard this letter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Childcare Center Name]