

Date: [Insert Date]

Recipient Name: [Parent/Guardian Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Subject: SECOND REMINDER: Outstanding Tuition Balance for [Child's Name]

Dear [Parent/Guardian Name],

This is a second formal reminder regarding the overdue tuition balance for [Child's Name]. According to our records, your account remains unpaid despite our initial reminder sent on [Date of First Reminder].

Account Summary:

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

We understand that unexpected circumstances can arise. However, timely payments are essential for us to maintain our staffing levels and provide quality care for your child. Please submit the total outstanding balance by [Final Deadline Date] to avoid any disruption in childcare services.

Payment Methods:

[Insert Payment Methods, e.g., Online Portal, Check, Credit Card]

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties and would like to discuss a temporary 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/Name of Director]

[Childcare Center Name]

[Phone Number]