

[Date]

[Parent/Guardian Name]

[Address Line 1]

[Address Line 2]

Subject: SECOND REMINDER: Overdue Childcare Fees for [Child's Name]

Dear [Parent/Guardian Name],

This is a second reminder regarding the outstanding balance of \$[Amount] for childcare services provided during the period of [Date Range].

According to our records, your account is now [Number] days past due. We sent an initial reminder on [Date of First Letter], but we have not yet received your payment or a response regarding this balance.

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

Please remit the full payment by [Final Due Date] to ensure there is no interruption to your child's enrollment. You may pay via [Payment Methods: e.g., Cash, Check, Online Portal].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Name of Director]

[Childcare Center Name]

[Phone Number]