

**Date:** [Insert Date]

**Parent/Guardian Name:** [Insert Parent Name]

**Address:** [Insert Address]

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

**Subject: SECOND NOTICE - Past Due Balance for [Child's Name]**

Dear [Parent/Guardian Name],

This is a second formal notice regarding the unpaid balance on your childcare account. Our records indicate that your account remains delinquent despite our previous notification sent on [Date of First Notice].

As of today, your total outstanding balance is: **\$\$[Insert Amount]**.

This balance includes fees for the following period(s): [Insert Dates/Service Description].

Please be advised that per our enrollment agreement, consistent and timely payments are required to maintain your child's placement in our program. Failure to clear this balance or establish a payment plan by [Insert Deadline Date] may result in the following actions:

- Suspension or termination of childcare services.
- Late payment penalties and interest charges.
- Referral of the account to a third-party collection agency.

If you have already sent your payment, please disregard this letter. If you are experiencing financial hardship, please contact our billing office immediately at [Insert Phone Number] to discuss a potential payment arrangement.

We value your family and wish to resolve this matter as quickly as possible to avoid any disruption in care for your child.

Sincerely,

[Your Name/Title]

[Facility Name]

[Phone Number]