

**URGENT: SECOND NOTICE**

Date: [Insert Date]

To: [Parent/Guardian Name]

Address: [Parent/Guardian Address]

Re: Past Due Childcare Fees for [Child's Name]

Dear [Parent/Guardian Name],

This letter serves as a second formal notice regarding the outstanding balance on your account with [Childcare Center Name]. Our records indicate that your account is currently past due in the amount of \$[Total Amount Owed].

As of today, we have not received the payment requested in our previous notice dated [Date of First Notice].

**Account Summary:**

- Overdue Amount: \$[Amount]
- Late Fees: \$[Amount]
- Total Balance Due: \$[Total Amount]

To avoid any disruption in your child's care, please submit your payment in full by [Due Date]. According to our policy, failure to settle this balance may result in the suspension of childcare services and the referral of your account to a collections agency.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in this statement, please contact [Contact Name] at [Phone Number] or [Email Address] immediately to discuss a payment arrangement.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Childcare Center Name]