

**Date:** [Current Date]

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

[Address]

[City, State, Zip Code]

**RE: NOTICE OF TRANSFER TO DEBT COLLECTION AGENCY**

Dear [Parent/Guardian Name],

This letter serves as formal notification that your account with [Childcare Center Name] is seriously past due. Despite previous attempts to contact you regarding your outstanding balance, we have not received the required payment.

**Account Summary:**

Total Balance Owed: \$[Amount]

Past Due Since: [Date]

Please be advised that if the full balance is not paid by [Deadline Date], your account will be officially transferred to [Name of Collection Agency] for formal collection proceedings. Transferring your account may impact your credit score and result in additional legal or administrative fees.

To prevent this action, please submit your payment immediately via [Payment Method] or contact our office at [Phone Number] to discuss a final settlement.

If you have already made this payment, please disregard this notice.

Sincerely,

[Your Name/Signature]

[Title]

[Childcare Center Name]