

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Childcare Center Director or Owner]
[Name of Childcare Center]
[Center Address]
[City, State, Zip Code]

RE: Settlement Offer for Outstanding Tuition Balance - [Child's Full Name]

Dear [Name of Director or Owner],

I am writing regarding the outstanding balance of \$[Total Amount Owed] on my account for childcare services provided to my child, [Child's Name].

Due to unexpected financial hardship, I am currently unable to pay the full balance in one lump sum. However, I value the relationship we had with your center and would like to resolve this debt responsibly. I am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt.

If you accept this offer, I will send the payment via [Payment Method, e.g., Certified Check/Money Order] within [Number] business days of receiving your written acceptance. By accepting this payment, [Name of Childcare Center] agrees to consider the debt paid in full, cease all collection efforts, and report the account as "paid in full" or "settled" to any relevant credit agencies.

Please indicate your acceptance of this proposal by signing below and returning a copy to me, or by sending a formal letter of acceptance on your center's letterhead.

Thank you for your time and for your understanding of my situation.

Sincerely,

[Your Signature]

[Your Printed Name]

Acceptance of Settlement Offer

I, [Name of Authorized Representative], on behalf of [Name of Childcare Center], hereby accept the offer of \$[Offer Amount] as full and final settlement of the debt owed by [Your Name].

Signature: _____ Date: _____