

Date: [Insert Date]

To: [Parent/Guardian Names]

Child's Name: [Child's Full Name]

Account Number: [Insert Account Number]

Subject: NOTICE OF DELINQUENT ACCOUNT

Dear [Parent/Guardian Names],

This letter is to formally notify you that your childcare tuition account is currently past due. According to our records, your balance has remained unpaid since [Insert Date].

Account Summary:

- Past Due Amount: \$[Insert Amount]
- Late Fees: \$[Insert Amount]
- **Total Balance Due: \$[Insert Total Amount]**

Our records indicate that this payment was due on [Insert Original Due Date]. As per our signed childcare agreement, tuition must be paid on time to maintain your child's enrollment in our program.

Please submit the total balance due by [Insert Deadline Date] to avoid further action. Failure to bring the account current may result in the following:

- Suspension of childcare services.
- Permanent termination of enrollment.
- Referral of the account to a collection agency.

If you have already made this payment, please disregard this notice. If you are experiencing financial hardship or believe there is an error in our records, please contact the office immediately at [Insert Phone Number] to discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Director Name]

[Childcare Center Name]

[Contact Information]