

[Date]

[Parent/Guardian Name]

[Parent/Guardian Address]

[City, State, Zip Code]

RE: FINAL NOTICE - PAST DUE CHILDCARE TUITION

Dear [Parent/Guardian Name],

This letter serves as a formal final warning regarding the outstanding balance on your account for childcare services provided to [Child's Name] at [Childcare Center Name].

As of [Current Date], your account is past due in the amount of **[\$Total Amount Due]**. This balance includes tuition for the period of [Start Date] to [End Date], as well as applicable late fees.

Despite previous reminders sent on [Dates of previous notices], we have not received the required payment or a proposal for a payment plan. Please be advised that if the full balance is not paid by **[Deadline Date]**, we will be forced to take the following actions:

- Immediate termination of childcare services.
- Referral of your account to a professional debt collection agency.
- Commencement of legal proceedings in small claims court to recover the debt, including court costs and legal fees.

To prevent these actions, please submit your payment immediately via [Accepted Payment Methods]. If you believe there is an error in our records, or if you wish to discuss a temporary payment arrangement, you must contact us no later than [Deadline Date] at [Phone Number] or [Email Address].

We value the relationship we have had with your family and hope to resolve this matter amicably and immediately.

Sincerely,

[Your Name/Signature]

[Your Title]

[Childcare Center Name]