

[Current Date]

[Parent/Guardian Name]

[Address Line 1]

[Address Line 2]

RE: NOTICE OF OVERDUE TUITION BALANCE

Dear [Parent/Guardian Name],

This letter is to formally notify you that your account with [Childcare Center Name] is currently past due. Our records indicate that you have an outstanding balance for [Child's Name] in the amount of **[\$Amount Due]**.

This balance includes the following periods/fees:

- [Date Range/Description]: \$[Amount]
- [Late Fees, if applicable]: \$[Amount]

As per our signed enrollment agreement, tuition is due on [Due Date/Frequency]. We understand that circumstances can change; however, timely payments are necessary to maintain our staffing and operations.

Please remit the full payment of \$[Amount Due] by [Deadline Date].

Payment can be made via [Payment Methods - e.g., Online Portal, Check, Cash].

Failure to settle this balance or contact us to establish a payment plan by the date above may result in the following actions:

- Suspension of childcare services effective [Suspension Date].
- Assessment of additional late payment penalties.
- Referral of the account to a collection agency.

If you have already sent your payment, please disregard this notice. If you have any questions regarding your statement, please contact [Contact Name] at [Phone Number] or [Email Address] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title]

[Childcare Center Name]