

## FINAL NOTICE

Date: [Insert Date]

To: [Parent/Guardian Name]

Child's Name: [Insert Child's Name]

Dear [Parent/Guardian Name],

This letter serves as a formal and final notice regarding your past due childcare tuition balance. Despite our previous reminders dated [Date of first notice] and [Date of second notice], your account remains delinquent.

### Account Summary:

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

Please be advised that full payment must be received no later than **[Deadline Date]**. Failure to settle this balance by the specified date will result in the following actions:

- Immediate termination of childcare services for [Child's Name].
- The account being referred to a third-party collection agency.
- Legal action to recover the outstanding debt.

If you have already sent your payment, please disregard this notice. If you need to make payment via credit card or cash, please visit the main office immediately.

We value your child's presence in our program and hope to resolve this matter urgently to avoid a disruption in care.

Sincerely,

[Your Name/Director Name]

[Childcare Center Name]

[Phone Number]