

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Subject: Reminder - Tuition Payment Past Due

Dear [Parent/Guardian Name],

This is a friendly reminder that we have not yet received the tuition payment for [Child's Name] for the period of [Date/Month].

According to our records, your account currently has an outstanding balance of \$[Amount]. This payment was due on [Original Due Date].

If you have already sent your payment, please disregard this notice. If not, we kindly ask that you settle the balance by [New Due Date] to ensure there is no disruption to your child's enrollment or any additional late fees applied.

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

If you are experiencing financial difficulties or have questions regarding your statement, please contact the office as soon as possible so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter and for choosing [Childcare Center Name].

Sincerely,

[Your Name/Director Name]

[Childcare Center Name]

[Phone Number]