

Date: [Insert Date]

To: [Parent/Guardian Name]

Child's Name: [Child's Name]

Subject: SECOND NOTICE: Past Due Tuition Balance

Dear [Parent/Guardian Name],

This is a follow-up to the notice sent on [Date of First Notice] regarding your outstanding childcare tuition balance. Our records indicate that your account remains past due.

Current Balance Due: \$[Amount]

Due Date: [Original Due Date]

Late Fees Applied: \$[Amount]

Total Amount Outstanding: \$[Total Amount]

We value having your child in our program; however, timely payments are necessary to maintain our operations and staffing. Please submit your payment immediately via [Payment Method: Check/Online Portal/Cash].

As per our enrollment agreement, failure to clear this balance by [Final Date] may result in the suspension of childcare services until the account is brought current.

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact [Contact Name/Office] at [Phone Number] immediately to discuss a payment plan.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Childcare Center Name]