

[Current Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

URGENT: FINAL NOTICE OF PAST DUE TUITION

Dear [Parent/Guardian Name],

This is an urgent reminder that your childcare tuition account for [Child's Name] is currently past due. As of today, your balance is \$[Total Amount Owed].

This balance includes the following:

- Original Tuition Amount: \$[Amount]
- Late Fees: \$[Amount]
- Due Date: [Date]

Please remit payment immediately to bring your account current. You may pay via [Payment Method: Cash/Check/Online Portal].

Per our center policy, failure to settle this balance by [Final Deadline Date] may result in the suspension of childcare services for your child until the account is paid in full.

If you have already made this payment, please disregard this notice. If you are experiencing financial hardship, please contact us immediately at [Phone Number] to discuss a payment plan.

Sincerely,

[Your Name/Director Name]

[Childcare Center Name]