

To:

From:

Date:

RE: Late Payment

Our records indicate that your childcare fees for the period of [Date] have not been paid in a timely manner.

As a result, according to our daycare policy contract, you owe $[Amount] in late fees.

Together with the past daycare fees, you now owe a total of $[Final Amount].

We would appreciate it if you pay this balance in full by [Date] to avoid termination of daycare services.

We request that you contact our offices for further assessment if you cannot settle this outstanding bill.

Thank you for your understanding.

[Your Name, Daycare Center Name]