



[Date]

To [Name of Parent],

This letter serves as your two-week notice for the termination of daycare services for [Name of Child] at [Name of Daycare], effective immediately. Your account with our organization has been in bad standing for quite some time with no attempt to remedy the situation.

All parents must pay the balance due on their accounts at the beginning of each month for services rendered as stated in our contract. Because you have made no attempt to correct this, we must terminate your daycare services on [Date of Termination].

You still owe us a balance of $[Amount Owed], which must be received by the end of the day on your last day at our center or we will be forced to take further action to collect it. [Name of Child] will be missed, but we cannot continue to ignore this issue.

Best,

[Name of Center Operator]