

PAYMENT REMINDER

Date _____

Name of Child _____

Parent,

This is a friendly reminder that after checking our records we noticed that you have a past due balance:

Month of: _____ in the amount of \$ _____

Month of: _____ in the amount of \$ _____

Total \$ _____

Late Charges have been added to your account in the amount of \$ _____

Comments _____

Thank you for your prompt attention to your account.

If you have any questions regarding your account, please feel free to contact me.

Thanks