

**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:

Week of: \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Week of: \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Week 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