# Fee Arrears Letter 2

INSERT LOGO and address

Dear Parent name – title and surname

I refer to several discussions we have had over the phone in recent weeks regarding your overdue account which is currently $amount in arrears.

We have taken your previous assurances that the outstanding amount would be paid in good faith. Regrettably none of the payments made have been cleared by your financial institution.

As you are aware, our Fees Policy clearly states that fees for education and care must be paid in full every week. It also states we may suspend your child’s place immediately if payments are regularly dishonoured by your financial institution. Unfortunately we must now advise that we are suspending the provision of education and care to child’s first and last name with immediate effect.

We urgently require you to clear the outstanding balance of $amount by insert day and date. Once payment has been made we would be happy to welcome child first name back to the centre to join his friends in insert room name provided fees are paid every week.

Please note that if payment is not made by insert day and date, we will have no option but to pass the debt onto our debt collection agency for action.

I trust you will take urgent action to address the arrears. Please contact me if you wish to discuss.

Regards

Insert Name

Nominated Supervisor

Insert Phone number

Insert Date