# Late Fee Letter

INSERT LOGO and address

<insert Parent Name>

<insert Address Line 1>

<insert Address line 2>

Dear <insert Parent Name>

As outlined in our Fees Policy which I’ve attached, late fees of <insert fee amount and how charged eg $15 for every 15 minutes or part thereof > apply if children are collected after normal closing time.

On <insert date> you collected <insert child’s name> at <insert time> and therefore you have been charged a late fee of <insert amount>.

You are required to pay this fee by <insert date and any other instructions>. Failure to do so will result in the termination of your child’s place at the centre.

Please do not hesitate to contact me if you wish to discuss this further.

Kind regards,

Insert Name

Nominated Supervisor

Insert Phone number

Insert Date