[Date]

Dear [Name of Parent],

This letter is to inform you of the termination of daycare services for your child, [Name of Child], due to nonpayment. You have repeatedly missed your monthly daycare payments, which is a violation of the contract you signed. While we understand everyone faces difficulties, we are still a business.

As a result, [Name of Daycare] will no longer be able to provide daycare services for [Name of Child]. Effective two weeks from the receipt of this letter on [Date], your child is no longer in our care.

Your remaining balance of $[Amount Owed] is still due to be paid in full at your contract's end. Failure to do so will result in further legal action to recoup back payments.

We have enjoyed having [Name of Child] and hate to see them go, but we can no longer overlook this issue.

Kind regards,

[Name of Center Operator]