

Provider logo/letterhead

Provider Name
Full postal address and postcode

Date:

Debtors Name:
Debtors full postal address and postcode

Dear <DEBTORS NAME>

UNPAID FEES

Re: unpaid fees/bounced cheque (**DELETE AS APPROPRIATE**)

We have had your cheque number <CHEQUE NUMBER> dated <DATE OF CHEQUE> FOR
£<AMOUNT OF CHEQUE> returned as unpaid.

OR

Your fees of £<ENTER AMOUNT OWED> **ARE OVERDUE BY <ENTER NUMBER OF DAYS/WEEKS AS APPROPRIATE>.**

Please reimburse us the value of the unpaid fees/cheque (**DELETE AS APPROPRIATE**) £<ENTER AMOUNT OF UNPAID FEES/BOUNCED CHEQUE> plus the admin fee of £<ENTER AMOUNT OF ADMIN FEE> = total £<ENTER TOTAL AMOUNT OF UNPAID FEES/BOUNCED CHEQUE PLUS ADMIN FEE>, which must be received by <ENTER DEADLINE – i.e. 5 WORKING DAYS FROM DATE OF THIS LETTER>.

Please remember that it is a condition of the service that fees are paid in advance and that <ENTER NAME OF YOUR ORGANISATION> is unable to receive children for whom payment has not been received. As such I regret that if your payment is not received on the due date, your child/ren will be unable to attend until we are paid.

For your information I have enclosed a copy of our terms and conditions and our fee agreement policy.

Your cooperation would be greatly appreciated

Yours sincerely

<STAFF NAME>
<STAFF POSTIION>

Encs. Nursery fee agreement policy