

LETTER 1
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**Parent  
NURSERY**

The Home  
The Road  
The Town  
The Postcode

**NEW DAY**

1 New Road,  
New Town,  
NE1 2US

The Date

Dear

Re \_\_\_\_\_

I would like to remind you that the nursery fees for the month of

\_\_\_\_\_ totalling £\_\_\_\_\_ is now due.

Would you kindly arrange to settle this account at the earliest opportunity.

I look forward to hearing from you.

**Yours Sincerely**

LETTER 2
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**Parent  
NURSERY**

The Home  
The Road  
The Town  
The Postcode

**NEW DAY**

1 New Road,  
New Town,  
NE1 2US

The Date

Dear

Outstanding Nursery fees

**Final Reminder**

The treasurer has informed me that fees in the sum of £                      are outstanding for nursery place during                      20 .

I understand that, despite reminders, you have not to date settled this account.

You will appreciate that as a registered charity we are dependent on the prompt payment of fees to meet staffing costs and necessary outgoings.

Please arrange to clear the outstanding balance by \_\_\_\_\_

Regrettably if payment is not made by this date we will have to *withdraw your child's place/ consider legal action to recover this amount.*

I look forward to your prompt payment.

Chair of Trust