



4845 Jamestown Ave. Suite 211
Baton Rouge, LA 70808
Phone) 1.225.330.2424
(Fax) 1.888.202.8342
www.akccl.org

Date: _____

Parent: _____

Student: _____

RE: OUTSTANDING ACCOUNT

Dear Parent,

This is a notice that your AKCCL _____ service account balance of \$_____ for the service dates on _____ is pass due. This amount includes late fees of \$_____/day or _____/week per child.

Please arrange payment of this account today or, if you cannot make full payment at this time, please contact us to make a payment arrangement that is mutually acceptable; however, if the balance is not paid by the end of day, AKCCL will be unable to continue to provide services to your child(ren) until the balance has been cleared.

Your prompt attention to this matter is greatly appreciated. If you have any queries regarding this account, please contact our office as soon as possible.

If payment has recently been made, please accept our thanks and ignore this notice.

Regards,

Christina Snowden Selvage, MBA

Chief Executive Officer

Phone: (225) 330-2424

Direct: (225) 242-9402

Fax: (888) 202-8342

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