



FEES UNPAID – SUSPENSION OF PLACE
(Draft Letter)

NAF21

Dear

Further to our previous correspondence, this is to confirm that the place for _____ (child's name) is suspended with effect from _____ (date), due to the continued non-payment of fees.

Fees will continue to accrue during any period of suspension until any period of withdrawal notice has expired.

We sincerely regret this course of action and ask you to contact us urgently to discuss this matter.

Yours sincerely

Head of Wellingtons for Langley Hall Nursery