

Daycare Termination Letter

[Name of Parent or Guardian]

[Address of Parent or Guardian]

[City, State, Zip Code]

[Date]

[Name of Head of Child Care Center or Provider]

[Address of Head of Child Care Center or Provider]

[City, State, Zip Code]

Dear [Name of Daycare Provider],

Thank you for all your hard work in taking care of our child over the years. We have decided to withdraw from your services effective [Date]. This was not an easy choice, but we felt this would be best as we are looking for a center that is closer to our home.

[Child's Name] has had plenty of wonderful memories at your daycare. We will definitely cherish all the relationships made.

Thank you for everything.

Sincerely,

[Your Name]