

Application for Daycare License Expansion

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request an expansion of our daycare license for [Daycare Name], located at [Address]. We have experienced significant growth in the number of children enrolled and are seeking to provide additional services to meet the needs of our community.

Currently, we are licensed for [current capacity] children. However, due to increased demand, we would like to expand our capacity to [requested capacity]. This expansion will allow us to better serve the families in our area and provide them with quality childcare.

Attached to this letter, you will find the necessary documentation, including our current license, proof of enrollment growth, and a detailed plan outlining the intended changes to our facilities and operations. We are committed to maintaining the highest standards of care and education for the children entrusted to us.

Thank you for considering our application. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Daycare Name]

[Phone Number]

[Email Address]