

# Daycare License Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Name of Licensing Authority]

[Address of Licensing Authority]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for a license to operate a home-based daycare at my residence located at [Your Address]. I am committed to providing a safe, nurturing, and educational environment for children.

I have completed the required training and have all the necessary certifications in first aid and CPR. I understand the importance of meeting health and safety standards in a daycare setting and am dedicated to following all applicable regulations.

Enclosed are the required documents, including:

- Completed application form
- Proof of training certifications
- Background check information
- Health and safety plans

I respectfully request your consideration of my application. I look forward to the opportunity to discuss my plans in more detail and am available for any further information or interviews at your convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]