

Daycare License Application

Date: [Insert Date]

To: [Licensing Authority Name]

Address: [Licensing Authority Address]

Dear [Licensing Authority Name],

I am writing to formally apply for a daycare license for my new facility, [Facility Name], located at [Facility Address]. Our mission is to provide a safe, nurturing, and enriching environment for children ages [age range].

The proposed facility will include the following features:

- Qualified staff members with relevant certifications
- Safe and adequately equipped play areas
- Age-appropriate educational programs
- Health and safety protocols in compliance with state regulations

Attached, please find the required documentation, including:

- Completed application form
- Proof of insurance
- Health and safety plans
- Staff qualification certifications

I am eager to contribute to our community by providing quality childcare services and look forward to your review of our application. Should you require any additional information or documents, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Position]

[Facility Name]

[Contact Information]