

Daycare License Renewal Application

Date: [Insert Date]

To: [Insert Licensing Authority's Name]

[Insert Licensing Authority's Address]

Dear [Insert Licensing Authority's Name],

I am writing to formally request the renewal of my daycare license for [name of daycare] located at [address]. My current license is due to expire on [expiration date].

As a dedicated provider of early childhood education and care, I have continually upheld the standards and regulations set forth by your office. Enclosed are the required documents and fees for the renewal process.

Thank you for your attention to this matter. I look forward to your prompt response and any further instructions needed to finalize the renewal of my daycare license.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Daycare Name]

[Your Contact Information]