

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Daycare Center Name
Daycare Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the service my child has received at [Daycare Center Name]. I have observed several issues that I believe compromise the quality of care and safety provided.

Specifically, on [date(s)], I noticed [describe specific incidents or issues, e.g., lack of supervision, unclean facilities, unprofessional behavior from staff]. These incidents prompted my concern about the well-being of my child and other children enrolled.

I strongly believe that these matters require immediate attention to ensure a safe and nurturing environment for all children. I would appreciate your prompt response regarding how you intend to address these issues.

Thank you for your attention to this serious matter. I look forward to your reply.

Sincerely,
[Your Name]