

Grievance Letter Regarding Daycare Billing Practices

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 address my concerns regarding the billing practices at [Daycare Center Name]. Over the past few months, I have noticed several discrepancies in the invoices I have received, which I believe require immediate attention.

Specifically, I have observed the following issues:

- Inconsistent billing dates, resulting in confusion about payment timelines.
- Unexpected charges that were not discussed or agreed upon during enrollment.
- Failure to provide receipts for payments made.

These issues have caused me substantial concern as they affect my ability to budget for my child's care. I kindly request a prompt review of my account and clarification on the aforementioned discrepancies.

I appreciate your attention to this matter and hope to resolve these issues amicably. I look forward to your response.

Sincerely,
[Your Name]