

Inquiry Regarding Recent Incident at Daycare

Date: [Insert Date]

To: [Daycare Provider's Name]

[Daycare Name]

[Daycare Address]

Dear [Daycare Provider's Name],

I hope this message finds you well. I am writing to inquire about a recent incident that occurred at [Daycare Name] on [insert date of incident]. As a concerned parent, it is important for me to understand the circumstances surrounding this event and the measures taken to address it.

Specifically, I would like to know:

- The details of the incident.
- The immediate actions taken by the daycare staff.
- Any follow-up measures implemented to prevent such occurrences in the future.
- How parents will be communicated with in similar situations going forward.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Child's Name]