

Request for Flexible Childcare Arrangements

Date: [Insert Date]

To: [Childcare Provider's Name]

[Childcare Provider's Address]

Dear [Childcare Provider's Name],

I hope this message finds you well. I am writing to formally request flexible childcare arrangements for my child, [Child's Name], who is currently enrolled in your program.

Due to [brief explanation of the reason, e.g., work schedule changes, personal circumstances], I am seeking an adjustment to the current arrangements. Specifically, I would appreciate flexibility in [mention specific needs, e.g., drop-off times, pick-up times, emergency care].

I believe that with these adjustments, my child can continue to thrive in your care while also accommodating our family's needs.

Thank you for considering my request. I look forward to discussing this matter further and hope we can find a suitable arrangement that works for both parties.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Child]