

Daycare Service Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Daycare Provider's Name]

[Daycare Facility's Name]

[Daycare Address]

[City, State, Zip Code]

Dear [Daycare Provider's Name],

I hope this message finds you well. I am writing to formally notify you that I will be canceling my child's enrollment at [Daycare Facility's Name] effective [Last Day of Attendance]. This decision is due to a change in our childcare needs.

We have greatly appreciated the care and support provided during our time with you. [Child's Name] has truly enjoyed their time here and has made wonderful memories.

Thank you for your understanding. If there are any further steps I need to complete regarding this cancellation, please let me know.

Sincerely,

[Your Name]