

Daycare Service Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally notify you that I am canceling my child's enrollment in your daycare service, effective immediately. Unfortunately, my experience with your facility has not met my expectations due to dissatisfaction with various aspects including [briefly mention specific issues, e.g., safety concerns, staff behavior, etc.].

While I appreciate the efforts made by your team, I believe it is in the best interest of my child to seek alternative daycare options that align more closely with our needs.

Please confirm receipt of this letter and let me know if there are any formalities I need to complete regarding this cancellation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]