

Daycare Service Cancellation Notice

Date: [Insert Date]

To: [Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

We regret to inform you that due to our planned relocation, we will be discontinuing our daycare services at [Current Address] effective [Last Day of Service]. This decision was made after careful consideration, and we apologize for any inconvenience this may cause.

We deeply appreciate the trust you placed in us to care for your child, and we are grateful for the wonderful time we shared during their stay with us.

If you require assistance in finding alternative daycare services, please do not hesitate to reach out. We are here to help during this transition.

Thank you for your understanding, and we wish you and your family all the best.

Sincerely,

[Your Name]

[Daycare Name]

[Contact Information]