

Daycare Service Cancellation Notice

Date: [Insert Date]

Dear [Daycare Provider's Name/Daycare Center Name],

I hope this message finds you well. I am writing to formally notify you that, due to a family emergency, we must cancel our daycare services for [Child's Name] effective [Last Day of Attendance].

This decision was not made lightly, as we have greatly appreciated the love and care you have provided during [his/her/their] time at your facility. However, circumstances beyond our control have prompted us to take this step.

Please let us know if there are any final administrative steps we need to complete or if any outstanding payments are owed.

Thank you for your understanding and support during this difficult time. We hope to return to your services in the future, if circumstances allow.

Sincerely,

[Your Name]

[Your Contact Information]