

# Daycare Service Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Daycare Provider's Name]

[Daycare 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 must cancel my child's enrollment at [Daycare Name] effective [Last Day of Attendance]. Unfortunately, due to personal reasons, I am unable to continue utilizing your services.

I want to take this opportunity to express my gratitude for the care and support provided to [Child's Name]. The staff has been exceptional, and [he/she/they] have greatly enjoyed [his/her/their] time there.

Please let me know if there are any further steps I need to take to complete this cancellation. Thank you for your understanding.

Sincerely,

[Your Name]