

Daycare Service Cancellation Notice

Date: [Insert Date]

Dear [Daycare Provider's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to cancel my child's enrollment in your daycare service temporarily, effective [Start Date] through [End Date].

This decision is due to [briefly explain reason, e.g., family circumstances, travel, etc.]. I appreciate the care and attention my child has received while enrolled and hope to return once the situation is resolved.

Please let me know if there are any formalities I need to complete before the termination of the service. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]