

Letter of Concern

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Organization: [Child Care Facility Name]

Address: [Facility Address]

Dear [Recipient Name],

I am writing to express my concerns regarding the conduct of certain staff members at [Child Care Facility Name]. As a parent of a child enrolled in your facility, I believe it is vital to address these issues to ensure a safe and supportive environment for all children.

Specifically, I have observed [describe specific incidents or behaviors that are concerning, e.g., inappropriate interactions, lack of supervision, unprofessional behavior]. These incidents have raised significant concerns about the well-being and safety of the children in your care.

I urge you to investigate these matters thoroughly and take appropriate actions to address these concerns. It is crucial that all staff members adhere to the highest standards of conduct to foster a nurturing and secure atmosphere for our children.

Thank you for your attention to this important matter. I look forward to your prompt response and reassurance that appropriate measures will be taken.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]