

Cancellation Notice

Date: [Insert Date]

To: [Parent's Name]

Address: [Parent's Address]

Dear [Parent's Name],

We regret to inform you that due to [reason for cancellation], we will be discontinuing our childcare services effective [last day of service]. We understand the importance of this service to you and your family, and we are committed to making this transition as smooth as possible.

Please ensure that your final payments are made by [final payment date]. If you have any questions or need assistance in finding alternative childcare arrangements, please don't hesitate to reach out to us.

We appreciate the trust you placed in us and thank you for allowing us to care for your child.

Sincerely,

[Your Name]

[Your Position]

[Childcare Service Name]

[Contact Information]