

# Extended Leave Notification

Date: [Insert Date]

Dear [Daycare Provider's Name],

I am writing to formally notify you that my child, [Child's Name], will be on an extended leave from daycare starting [Start Date] to [End Date]. The reason for this extended leave is [Brief Explanation of Reason].

We have greatly appreciated [Daycare Name] and the care you provide, and we look forward to returning on [Return Date]. Please let us know if you require any further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]