

Notification of Change in Family Status

Date: [Insert Date]

To: [Childcare Provider's Name]

From: [Your Name]

Address: [Your Address]

Dear [Childcare Provider's Name],

I hope this message finds you well. I am writing to inform you about a recent change in our family's status that may affect our childcare arrangements.

Effective [Start Date of Change], our family situation will be changing as follows:

- [Describe change, e.g., "We will be welcoming a new baby into our family."]
- [Additional details, if necessary, e.g., "This may require us to adjust our childcare schedule."]

We value the care you provide and wish to discuss how best to manage these changes with you. Please let us know a convenient time for you to meet or discuss this over the phone.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]