

Follow-Up Letter for Child Care Enrollment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Child Care Center's Name]

[Center's Address]

[City, State, Zip Code]

Dear [Child Care Center Director's Name],

I hope this message finds you well. I am writing to follow up on the enrollment process for my child, [Child's Name], for the upcoming [month/season/year]. I submitted the necessary application documents on [date you submitted] and wanted to ensure that you received them.

If you could provide an update on the status of the application and any further steps I need to take, I would greatly appreciate it. We are very excited about the possibility of [Child's Name] joining your program and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]