

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position]
[Organization/Facility Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request more information about the child care programs offered at [Organization/Facility Name]. As a parent seeking quality care and education for my child, I would like to understand the various options available, including details on program structure, age groups served, enrollment process, and any specific curriculum features you provide.

Additionally, if you could provide information regarding tuition fees, operating hours, and any available financial assistance, I would greatly appreciate it.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,
[Your Name]