

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Daycare Provider's Name]
[Daycare Center's Name]
[Daycare Center's Address]
[City, State, Zip Code]

Dear [Daycare Provider's Name],

I hope this message finds you well. I am writing to formally inform you that my child, [Child's Name], will be taking a leave from daycare starting from [Start Date] to [End Date].

The reason for this leave is [brief explanation, e.g., family obligations, travel, medical reasons]. We will ensure that [Child's Name] keeps up with any necessary activities during this time.

Please let me know if there are any forms or additional information you need from us regarding this leave. We appreciate your understanding and support, and we look forward to returning to daycare on [Return Date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]