

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

[Daycare Name]  
[Daycare Address]  
[City, State, Zip Code]

Dear [Daycare Provider's Name],

I hope this message finds you well. I am writing to inform you that my child, [Child's Name], will be unable to attend daycare from [Start Date] to [End Date] due to [reason for absence, e.g., illness, family emergency, vacation, etc.].

We appreciate your understanding and support during this time. Please let us know if there are any forms or procedures we need to follow regarding [Child's Name]'s absence.

Thank you for your attention to this matter. We look forward to [Child's Name] returning to daycare on [Return Date].

Sincerely,

[Your Name]  
[Your Phone Number]