

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

Dear [Daycare Provider's Name],
I hope this letter finds you well. I am writing to formally confirm our daycare service agreements as discussed.

Details of the agreement are as follows:

- **Child's Name**: [Child's Name]
- **Start Date**: [Start Date]
- **Days of Attendance**: [Days of the Week]
- **Hours of Operation**: [Start Time] to [End Time]
- **Monthly Fee**: [\$ Amount]
- **Payment Due Date**: [Due Date]

I appreciate your support and look forward to working together to ensure [Child's Name] has a positive and enriching experience at [Daycare Center's Name].

Please feel free to contact me if you need any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]