

[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 am writing to formally express my concerns regarding the care and services provided at [Daycare Center's Name]. As a parent of [Child's Name], who has been enrolled since [Start Date], I feel it is essential to bring certain issues to your attention.

[Describe the specific issues or incidents that prompted the complaint - include dates, what happened, and how it impacted your child. Be clear and factual.]

Despite previous discussions regarding these matters, I have not seen any significant changes or improvements. I believe every child deserves a safe and nurturing environment, and I am concerned that my child's needs are not being met.

I would appreciate it if you could address these concerns promptly. I am open to discussing this further and hope to find a resolution that benefits everyone involved.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]