

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my intent to establish and operate a daycare facility, [Daycare Name], dedicated to providing high-quality early childhood care and education in [Location]. Our mission is to create a nurturing, safe, and stimulating environment that supports the holistic development of children aged [specify age range].

Our daycare will focus on [briefly outline key components such as curriculum, safety standards, staff qualifications, etc.]. We aim to offer a variety of programs that foster [list objectives, such as social skills, cognitive development, and physical activities].

To ensure the success of our operations, we are committed to [mention any partnerships, community involvement, or resources that will support the daycare]. We believe that collaboration with families and local organizations is essential to create a thriving educational community.

We are seeking [mention any specific support, partnerships, or approvals needed]. I would appreciate the opportunity to discuss this proposal further and explore potential collaboration.

Thank you for considering this letter of intent. I look forward to your response.

Sincerely,

[Your Name]
[Your Title/Position]
[Daycare Name]