

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

Dear [Daycare Provider's Name],  
I hope this message finds you well. I am writing to update the information regarding my child, [Child's Name], who is enrolled in your daycare program.

Please find the updated information below:

1. **\*\*Emergency Contact Information\*\***:

- Name: [New Emergency Contact's Name]
- Phone Number: [New Emergency Contact's Phone Number]
- Relationship: [Relationship to Child]

2. **\*\*Health Information\*\***:

- Allergies: [List any new allergies or changes]
- Medications: [List any medications or changes]

3. **\*\*Pick-Up Authorization\*\***:

- New Authorized Pick-Up Person: [Name]
- Contact Number: [Phone Number]

4. **\*\*Address Update\*\*** (if applicable):

- New Address: [New Address]

Please let me know if you need any additional information or if there are any forms I need to fill out to formalize these updates. Thank you for your attention to these matters.

Best regards,

[Your Name]  
[Signature (if sending a hard copy)]