

[Your Daycare Name]  
[Your Daycare Address]  
[City, State, ZIP Code]  
[Date]

Dear Parents and Guardians,

We regret to inform you that [Daycare Name] will be closed on [Closure Date] due to [Reason for Closure, e.g., maintenance, staff training, etc.]. We understand the inconvenience this may cause and appreciate your understanding during this time.

We will resume normal operations on [Reopening Date]. If you have any questions or require further assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Daycare Name]