

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

Dear [Provider's Name],

I am writing to formally notify you that I am terminating my childcare arrangement with [Daycare Provider's Name] effective [last date of care, typically two weeks from the date of the letter].

I appreciate the care you have provided for [Child's Name] during their time at your daycare. This decision was not made lightly, and I believe it is in the best interest of our family.

Please feel free to reach out if you need any additional information or if there are forms that need to be completed before our last day.

Thank you for your understanding.

Sincerely,
[Your Name]