

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

[Parent's Name]
[Parent's Address]
[City, State, ZIP Code]

Dear [Parent's Name],

We are pleased to inform you that your application for admission to [Your Daycare Center's Name] has been accepted! We are excited to welcome [Child's Name] to our daycare family starting on [Start Date].

Please find enclosed important information regarding your child's enrollment, including the following:

- ****Enrollment Form****: Please complete and return this form by [Due Date].
- ****Fees and Payment Schedule****: We require the first month's tuition payment by [Due Date].
- ****Supply List****: A list of items your child will need to bring on their first day.

We invite you to attend an orientation session on [Orientation Date] at [Time] to learn more about our programs and to meet our staff. This will also provide you an opportunity to ask any questions you may have.

Thank you for trusting us with the care and education of your child. We look forward to providing a safe, nurturing, and stimulating environment for [Child's Name].

Warm regards,

[Your Name]
[Your Position]
[Your Daycare Center's Name]
[Your Signature] (if sending a hard copy)