

[Your Daycare Center's Name]

[Your Daycare Center's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

We are pleased to confirm the enrollment of your child, [Child's Name], at [Your Daycare Center's Name] for the upcoming [school year/session].

****Enrollment Details:****

- ****Child's Name:**** [Child's Name]

- ****Date of Birth:**** [Child's Date of Birth]

- ****Start Date:**** [Enrollment Start Date]

- ****Scheduled Hours:**** [Daily Hours of Operation]

We look forward to welcoming [Child's Name] to our daycare community and providing a nurturing and enriching environment. Please feel free to reach out if you have any questions or need further assistance.

Thank you for choosing [Your Daycare Center's Name].

Warm regards,

[Your Name]

[Your Position]

[Your Daycare Center's Name]