

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

Dear [Daycare Provider's Name],

I hope this letter finds you well. I am writing to inform you about my child, [Child's Name], and a critical health matter regarding allergies that requires attention at daycare.

[Child's Name] has been diagnosed with severe allergies to [specific allergens, e.g., peanuts, tree nuts, etc.]. Due to the potential for anaphylaxis, it is essential to have an Epinephrine Auto-Injector (commonly known as an EpiPen) readily available at daycare.

Please ensure that [Child's Name] does not come into contact with any foods containing these allergens. If an allergic reaction occurs, it will be crucial to administer the EpiPen as per the accompanying emergency action plan. The steps for using the EpiPen will be provided to staff for training purposes.

I kindly ask that you keep all necessary documentation regarding [Child's Name]'s allergies on file and review this information with the staff. My physician, [Doctor's Name], is available for any questions or additional information at [Doctor's Phone Number].

Thank you for your attention to this important matter, and for keeping [Child's Name] safe and healthy while at daycare. Please feel free to contact me at [Your Phone Number] or [Your Email] with any questions or concerns.

Sincerely,

[Your Name]  
[Relationship to Child]