

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Nursery's Name]
[Nursery's Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you about the transition of my child, [Child's Name], from [Current Program/Class Name] to [New Program/Class Name/Nursery Name] starting on [Start Date].

[Child's Name] has enjoyed their time in [Current Program/Class Name] and has developed a strong foundation in [mention any skills or areas of growth]. As we approach this transition, I would like to express my gratitude for the support and guidance provided by the staff.

To facilitate a smooth transition, I would appreciate your assistance in the following areas:

1. [Specific request or question]
2. [Specific request or question]
3. [Any other relevant information]

Please let me know how we can best work together to ensure that [Child's Name]'s transition is as seamless and positive as possible. I am looking forward to this new chapter and appreciate your continued support.

Thank you for your attention to this matter.

Warm regards,

[Your Name]
[Your Contact Information]