[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Daycare Name]

[Daycare Address]

[City, State, ZIP Code]

Subject: Termination of Daycare Services

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally terminate the daycare services provided by [Daycare Name]. After careful consideration and evaluation of our child's needs, we have decided that it is in their best interest to discontinue their enrollment at your esteemed daycare, effective [termination date].

We have been grateful for the services your daycare has provided over the past [duration of enrollment], and we appreciate the dedication and care shown by the staff. However, recent changes in our family circumstances necessitate a change in our childcare arrangements.

Due to unforeseen professional commitments, we have decided to enroll our child in a daycare facility that offers extended operating hours, better aligning with our work schedules. While we have thoroughly enjoyed our experience at your daycare, this decision is purely based on the evolving needs of our family.

We kindly request you to settle any outstanding fees or charges, if applicable, by [termination date]. As per our agreement, we understand that we are required to provide [notice period] notice before terminating the daycare services. However, we are willing to waive this requirement and request that you consider this letter as our official notice for termination.

We would like to express our sincere gratitude for the exceptional care and attention our child has received during their time at [Daycare Name]. The nurturing environment you have cultivated has played a vital role in their growth and development, and we are truly grateful for the dedication of your staff.

We kindly request that you provide us with any necessary paperwork or documentation related to our child's withdrawal from your daycare program. Additionally, we would appreciate any guidance or recommendations from your side regarding alternative daycare options in the local area.

We firmly believe that our child has greatly benefited from the time spent at [Daycare Name], and we will always cherish the memories and positive experiences they have had with both the staff and their fellow peers.

Thank you for your understanding and cooperation in this matter. We wish you continued success and extend our heartfelt appreciation to the entire team at [Daycare Name] for their unwavering commitment to providing exceptional care.

Please feel free to contact us at [email address] or [phone number] for any further information or to discuss the termination process.

Yours sincerely,

[Your Name]