

Date

Name

Address

Dear Parent,

This notice is to inform you that daycare services for your child will be terminated in two weeks. I am unable to continue offering services to your family. Your child's last day of care will be _____ and you may pick up their personal belongings by then. As per the contract you signed, your remaining balance for the last two weeks of care is _____ and is due on _____.

Thank you.

Sincerely,

Signature