



To:

From:

Date:

RE: Daycare Holiday Closing Information

We are sending this letter to inform you of the holiday period closure for [Daycare Name]. Our daycare will be closed from [Date and Time] until [Date and Time]. We kindly ask that you make alternative arrangements for your child during this time.

Please note that all accounts must be settled up-front before [Date and Time], or penalty fees will be applied.

Wishing you and your family a happy holiday.

Kind regards,

[Daycare Name]