



To:

From:

Date:

RE: Daycare Holiday Closing Information

This letter is a reminder that **[Daycare Name]** will be closed over the holiday season, and you will need to make alternative arrangements for your child during this period.

We will be closed from **[Date and Time]** until **[Date and Time]**. Accounts need to be settled no later than **[Date]**. Please ensure you settle all outstanding payments before this time.

We thank you for your business this year and look forward to seeing you in the new year. Happy holidays.

Thank you,

**[Daycare Name]**