[Today's Date]

[Parent/Legal Guardians Name]

[Parent/Legal Guardian's Address]

Re**: [Child's Name]**

To Whom It May Concern:

Our records indicate that we provided service(s) to **[Child's Name]** at **[Name of Daycare Provider]** on the following date(s) **[Date(s)]** You Provided Service(s) for the **[Tax Year]** tax year.

Our records reflect that the child lived at **[Street Address, City, State, Zip Code (if the child moved during the year show all addresses)]** during this time.

Our records also reflect that the child's parent or guardian during this time was **[Parent or Legal Guardians Name(s)]. The child's parent's or guardian's address of record during this time was listed as [Parent or Legal Guardians Address(es)].**

Our center **[Name of Daycare Center]** was paid a total of $ **[Payment Amount]** for the **[Enter Year]** year for Daycare Services.

Sincerely,

[Signature of Day Care Operator]

[Title of Day Care Operator]

[Phone Number of Day Care Operator]