[Date]

Dear Parents,

I am writing to inform you that as of [Date], I will be increasing my childcare charges by [Amount]%. While I strive to keep my childcare charges to a minimum, it has been [Number] [years/months] since I last increased my rates.

This new rate accounts for increases in my running costs and the expansion of the daycare. This will allow me to provide the best possible care for your children. Your fees cover amazing resources for each student, exciting new programs for their development and excellent staff.

Based on your child's attendance, your new monthly payment will be $[Amount] (or $[Amount] per day.)

To acknowledge this new rate, please return a copy of this letter complete with your signature, printed name and date to the daycare office by [Date].

Thank you for your understanding, and I look forward to continuing to work with your children.

Sincerely,

[Name of Daycare Center]

