

Urgent termination due to safety concerns

Subject: URGENT - Immediate Termination of Daycare Services

Dear [Daycare Director Name],

I am writing to inform you of the immediate termination of daycare services for my child, [Child's Name], effective immediately as of [Date].

Due to [serious concern: safety incident, neglect, policy violation, etc.], I can no longer entrust my child's care to your facility. This decision was not made lightly, but the circumstances require immediate action to ensure my child's wellbeing.

Please have all of [Child's Name]'s personal belongings ready for pickup by [time] today. I will also need a final accounting of any fees owed or refunds due.

I may be filing a formal complaint with [relevant regulatory body] regarding this matter. Please preserve all records related to my child's care.

[Your Name]

[Phone Number]

[Date]

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