

Termination due to financial constraints

Subject: Termination Notice - Financial Circumstances

Dear [Director Name],

I am writing to notify you that I must terminate daycare services for [Child's Name], effective [Date], due to unexpected financial hardship.

Recent changes in our family's financial situation [job loss, medical expenses, reduced income, etc.] have made it impossible for us to continue paying for daycare services. This has been an incredibly difficult decision, as we have been very happy with the care [Child's Name] receives at [Daycare Name].

I understand that I am required to provide [notice period] notice, and I am prepared to fulfill this obligation. However, if there are any financial assistance programs or payment plan options available, I would be grateful to discuss them.

Could you please let me know the process for collecting [Child's Name]'s belongings and obtaining their records? I want to ensure this transition is as smooth as possible for everyone involved.

Thank you for your understanding during this challenging time.

Respectfully,

[Your Name]

[Contact Information]

[Date]

Get more templates here: <https://www.lettersandtemplates.com/letters/daycare-termination-letter>