

Nursery Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Nursery Name]

[Address]

[City, State, Zip Code]

Subject: Notice of Termination of Nursery Services

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of my decision to terminate my child's enrollment at [Nursery Name], effective [termination date]. My child's name is [Child's Name] and their date of birth is [Child's Date of Birth].

I have thoroughly considered this decision and, while it was not an easy choice to make, I believe it is in the best interest of my child at this time. I would like to express my appreciation for the care and attention provided by the nursery staff during my child's time with you.

Please be advised that as per the terms and conditions outlined in the enrollment agreement, I am required to give [number of weeks or months, as specified in the agreement] weeks/months of notice prior to the termination date. I am willing to fulfill this obligation and make any necessary payments during this notice period.

As a parent, I will ensure a smooth transition for my child out of [Nursery Name] and into their new care arrangements. If there are any specific documents or procedures required for the withdrawal process, please provide them to me at your earliest convenience.

I would appreciate it if you could schedule a meeting to discuss the details of the termination and any necessary paperwork. Additionally, I kindly request a written confirmation of the termination of services once the process is complete.

I am grateful for the positive experiences my child has had at [Nursery Name], and I hope that our paths may cross again in the future.

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Signature if a physical letter]