

**Date:** [Insert Date]

**To:** [Parent/Guardian Name(s)]

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

**Subject: Notice of Suspension of Childcare Services**

Dear [Parent/Guardian Name],

This letter is to formally notify you that childcare services for [Child's Name] will be suspended effective [Start Date of Suspension].

This decision has been made due to the following reason(s):

- [Insert Reason - e.g., Unpaid tuition/fees]
- [Insert Reason - e.g., Repeated late pick-ups]
- [Insert Reason - e.g., Behavioral concerns/Policy violations]

The suspension is scheduled to last until [End Date or "Requirements are met"].

To reinstate services, the following actions must be completed:

[Insert Required Action - e.g., Payment of outstanding balance of \$XXX.XX]

[Insert Required Action - e.g., A formal meeting with the Director]

Please be advised that if these requirements are not met by [Deadline Date], we may have to move toward permanent termination of enrollment.

If you have any questions regarding this notice, please contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Title/Position]

[Facility Name]