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Complaint Letter About Daycare Facility

This package contains:

1. Instructions & Checklist for Letter of Complaint About Daycare Facility
2. Complaint Letter About Daycare Facility

Instructions & Checklist for Complaint Letter About Daycare Facility

☐   This package contains (1) Instructions & Checklist for a Letter of Complaint About Daycare Facility; and (2) Complaint Letter About Daycare Facility;

☐   This form is designed to assist you in drafting a letter for when you need to file a complaint about a daycare facility.

☐   Be sure to include any "enclosures" mentioned in the letter. If there are no "enclosures" you may delete "Enclosure" from the bottom of the letter.

☐   Be sure to sign the letter and to make a copy before sending it out.

☐   Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

☐   These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

☐   The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

As you are aware, my [son/daughter/children] attend [Name of Daycare Facility].

Recently, it has come to my attention that [Explain Situation Prompting Complaint]. This is unacceptable. I expect that action will be taken immediately to rectify this situation. Please contact me as soon as possible to discuss how you plan to resolve my concerns.

Thank you, in advance, for promptly addressing this matter.

Sincerely,

[Your Name]
[Title if any or delete if none]