

**\*\*\*Ask your primary childcare provider to copy the template below to its letterhead and input the needed information to replace the guidelines in the brackets < > and the brackets \*\*\***

**<Insert Today's Date>**

**<Insert Parent/Guardian's Name and Address>**

Re: **<Insert Child's Name>**

To Whom It May Concern:

Our records show we provided service(s) to **<Child's Name>** at **<Name of Care Provider>** on the following date(s) **<Insert the Date(s) You Provided Service(s) for the Tax Year On the Notice>**.

Our records reflect that the child lived at **<Street Address, City, State, Zip Code (if the child moved during the year show all addresses)>** during this time. Our records also reflect that the child's parent or guardian during this time was **<Insert Parent's or Guardian's Name(s)>**. The child's parent's or guardian's address of record during this time was listed as **<Insert Parent's or Guardian's Address(es)>**.

Sincerely,

**<Insert Signature of School/Day Care Official>**

**<Insert Title of School/Day Care Official>**

**<Insert Phone Number of School/Day Care Official>**