

## **SAMPLE LETTER FROM PROVIDER**

**1** →

**ABC Day Care**  
123 Main Street  
Amazing, NY 12345  
Phone: 123-456-7890  
Provider's email address  
License # 12-1234567 ← **3**

**2** →

**4** → Date

To Whom It May Concern:

**6** → **ABC Day Care** has provided childcare services for Ms. Jane Doe, and her child, Suzie Doe, from \_\_\_\_\_ to \_\_\_\_\_. Below is a detailed breakdown of payments made for the 1st quarter of this year:

**8** →

Month / Year	Amount Paid
January (year)	\$ 100.00
February (year)	\$ 200.00
March (year)	\$ 300.00
<b>Total Paid for Quarter:</b>	<b>\$ 600.00</b>

**5**

**7**

If you have any questions or concerns, please feel free to contact me at 123-555-1212. ← **9**

Thank you,

**10** → Provider's Name / Signature  
Title

**11** → (Provider's Stamp or Seal Goes Here)

**Letter must include:**

1. Provider's full name and address
2. Provider's phone number and email address
3. Provider's license number
4. Letter date
5. Member's and child's name
6. Dates of service
7. Reimbursement quarter: 1, 2, 3 or 4 (can only be one quarter)
8. Total payment(s) per month and total paid per quarter
9. Provider's direct phone number (if different from logo info)
10. Provider's name / signature
11. Stamp or seal (if provider has)