

SAMPLE LETTER FROM PROVIDER

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

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: **7**

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

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)