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| --- | --- |

Sender’s Full Name

Sender address

Date

Address of the Receiver

Dear -------(Name of the Recipient),

It gives me great pleasure to let you know that my little one is blessed to have a kind caregiver like you. I love the way you are full of kindness to all the kids and refer to them as your buddies. You have had a year of hard work in the daycare and I sincerely pray that you have a restful summer. We feel you are an asset to the daycare and we will miss you this year for surer. In case you ever require any kind of assistance from me, you can approach us without any hesitation. Thank you so much.

Sincerely,

---------(Sender's Name)