

# MAIL TO SELF

Dear Mrs. Smith,

I want to take a moment to Thank you for choosing XXX Daycare Centre for your little boy, Joe. We know choosing a Daycare Centre is not an easy task, as you want the best for your child. So, Thank you for entrusting us with the responsibility of looking after your child.

At XXX Daycare Centre our teachers, staff members and care givers are very warm and friendly. Your child will feel at home and will enjoy spending his time here. We have the infrastructure and the facilities to provide a fun learning experience to your child.

At XXX Daycare Centre, we believe only when the parents and the daycare staff work in tandem and are in sync, the best care is provided. We always want your feedback and your preferences when it comes to your child. With that in mind, I would like to extend an invitation to your husband and yourself to come and have tea with us tomorrow at 4 PM. We can discuss more about Joe's likes and dislikes in that conversation.

Once again, thank you for choosing us to assist you. Looking forward to seeing you tomorrow.

Warm Regards,

Harry Clifford

XXX Daycare Centre