**PLEASE NOTE!**

BLUE text is to highlight instructions only. Remember to delete all BLUE text before sending your letter.

Parent’s Name

Parent’s Address

Parent’s Address

Parent’s Address

Parent’s Address

Date

Recipient Name

Recipient Address

Recipient Address

Recipient Address

Recipient Address

Dear Sir or Madam, [or insert the Councillor Name or MSP Name]

**Help me to access a quality childminding service for my child’s funded Early Learning and Childcare in** [insert local authority area, e.g. Highland]**.**

As a parent of a [two, three, or four] year old I am entitled to flexible Early Learning and Childcare to meet my family’s needs. I feel a childminding service could better meet our needs than other daycare provision, however currently [insert local authority area, e.g. Highland] council do not offer childminding as an option for funded Early Learning and Childcare (ELC).

As my local representative, I’d like to ask you why childminding isn’t an option for my child’s funded ELC and how [insert local authority area, e.g. Highland] council plan to meet the needs of families like mine who require local, flexible childcare.

As a parent, I value the quality of childminding services in [insert local authority area] and want my child to benefit from the holistic care a childminding service can provide.

I assume you will raise my concerns at committee level, and I look forward to your response.

Yours faithfully,

[insert Parent’s Signature]

[insert Parent’s Name]