Dear <DIRECT CARE STAFF NAME>,

Re: Child Care Fee Reduction Initiative

This letter is to notify you that <FACILITY NAME>has been approved by the Ministry of Education and Child Care to increase parent fees based on our intention and commitment to increase wages for Direct Care Staff at this facility. As a member of our Direct Care Staff, please let us know if you have any questions.

Sincerely,

<FIRST NAME LAST NAME>

<FACILITY NAME>