

**CHAPTER 20: ATTACHMENT 3 - SAMPLE LETTER FOR REVOCATION OR DENIAL**

\_\_\_\_\_ (date)

Parent  
1234 Alphabet Lane  
Any Town, NC 11111

Dear Parent:

This letter is to notify you that the North Carolina Division of Child Development has \_\_\_\_\_ (list action taken) \_\_\_\_\_ for your child care provider, \_\_\_\_\_ (provider) \_\_\_\_\_, for willful, continual, or hazardous violation of licensing standards.

If the provider appeals the action, the facility can continue to operate during the appeal process. However, \_\_\_\_\_ (date) \_\_\_\_\_, which is 45 days from the date on the notice of action, is the last date that \_\_\_\_\_ (local purchasing agency) \_\_\_\_\_ will pay for children who remain in care at this program during the appeal process. If you continue to choose this provider, you will be responsible for paying the provider after this date.

If you wish to withdraw your child and select another arrangement, you may do so at any time. It is not necessary for you to give the provider any notice. Please come in or call us at \_\_\_\_\_ (telephone #) \_\_\_\_\_. We will be happy to help you make other child care arrangements and give you a new voucher.

If we can answer any questions you may have at this time, please do not hesitate to call.

Sincerely,

Child Care Coordinator