



A Bright Sunny Day ELC
123 Kind Street
123-456-7891
Abrightsunnyday@elc.com
www.abrightsunnyday.com

12/4/2018

To Whom It May Concern,

A Bright Sunny Day Early Learning Center paid a total of \$3,000.00 for the following staff to attend the 2nd Annual Caring for Our Children Conference held on 9/1/2018. These individuals are responsible for repaying A Bright Sunny Day Early Learning Center for funds issued on their behalf for the conference.

Name	Amount Paid by Center
1. (Insert Staff Member Name)	\$375.00
2. (Insert Staff Member Name)	\$375.00
3. (Insert Staff Member Name)	\$375.00
4. (Insert Staff Member Name)	\$375.00
5. (Insert Staff Member Name)	\$375.00
6. (Insert Staff Member Name)	\$375.00
7. (Insert Staff Member Name)	\$375.00
8. (Insert Staff Member Name)	\$375.00

Total: \$3,000.00

I've attached documentation to verify the total amount paid to Caring for Our Children Training Organization. If you should have any questions, please do not hesitate to contact me at 123-456-7891

Warm regards,

(Insert signature)

Jo Richcan
Director