(INSERT DATE HERE)

Parent/Guardian of (INSERT GIRL NAME)

STREET

CITY, STATE ZIP

Dear Parent/Guardian of (INSERT GIRL NAME),

We want to thank you for sending (INSERT GIRL NAME) to Girl Scout day camp at (INSERT NAME OF DAY CAMP SITE). It is our goal to show girls an exciting time, introduce them to new friends, and have fun in a safe environment.

We know that (INSERT GIRL NAME) was unable to complete her stay at camp, and unfortunately, things happened that made it difficult for (INSERT GIRL NAME) to have the best time possible. We appreciate you bringing this to our attention and giving us good feedback to help us give better service to all campers.

Enclosed please find a full refund of the day camp fees that were paid. Again, thank you for bringing (INSERT GIRL NAME) to day camp this summer and if you have any further questions or concerns, please feel free to contact us.

Sincerely,

(INSERT NAME OF DAY CAMP DIRECTOR)

(INSERT DAY CAMP POSITION)

(INSERT NAME OF DAY CAMP) Day Camp