

Lucy Granger

Guildford | lucy.granger@example.com | 07700 900191

7 October 2026

Mr and Mrs Patel
Guildford

Dear Mr and Mrs Patel

Full-time nanny for your two children

I am writing about the full-time nanny role for your two children, aged 2 and 5, that you advertised through Surrey Hills Nannies. I have six years' experience as a nanny with two families, caring for children from newborn to ten, and two years in a day nursery before that.

I currently have sole charge of three children aged 1, 4 and 7. A typical day includes the school and nursery runs, a planned outing or play session built around what each child is interested in that week, healthy meals I cook myself, and bath and bedtime. I keep a daily diary so the parents know how each day went.

I hold a Level 3 early years diploma and a 12-hour paediatric first aid certificate, my enhanced DBS certificate is on the Update Service, and I am on the Ofsted Childcare Register. I have a clean driving licence and am happy to drive a family car.

Both families I have worked for are happy to speak to you. My CV is attached, and I would love to meet you and the children. Thank you for reading my letter.

Yours sincerely

Lucy Granger