

Date:

Parent's Name:

Address:

City:

State:

ZIP:

Dear

I have missed our visits with you and your family. I am sending this letter regarding your Early ACCESS services because I have not been able to reach you this past month. I have left messages on your phone, stopped by your house, and sent you letters about making a visit.

When we wrote the Individualized Family Service Plan, you stated that you wanted me to help you support

I would like to arrange a time to see you and \_\_\_\_\_ so we can see how you are doing and if there are things we can do together to continue that progress.

I am wondering if you have a new phone number or if you are no longer interested in Early ACCESS services at this time?

Please call me as soon as you can at \_\_\_\_\_ and let me know how things are going. Feel free to leave a message if you do not reach me. If I do not hear from you by \_\_\_\_\_ I will assume that you are no longer interested in services and will begin the process to stop our work with you and your family. You can always call us at any time if you change your mind or have questions. We are here to support you.

Thank you, and I look forward to hearing from you.

Sincerely,

Early ACCESS Service Coordinator

Phone: