

October 25th, 2017

Re. Child's Help Me Grow Referral

Dear _____,

I am the Early Intervention Teacher for DISTRICT NAME. We offer free developmental screenings for children up to age three who may be demonstrating concerns in any area of development. It is common for social workers to refer children they have been working with because environmental factors can impact a young child's development.

On June 6, 2017, NAME, Social Worker, referred CHILD NAME for a developmental screen. I tried calling the number he gave me, PHONE NUMBER, on 6/6/17 and 6/19/17. The number was disconnected both times. In the meantime, I reached Steve to see if he had a different number for you. On 6/19/17 Steve left me a message that he did not have another number so that is why I am sending this letter to you now.

I would very much like to explain our program and services that may be available to CHILD NAME and you, all free of charge and set up for your convenience. Enclosed is a brochure explaining our program.

Please contact me at the number below.

Sincerely,

EARLY INTERVENTION TEACHER

ADDRESS

EMAIL

PHONE NUMBER