

ON AGENCY LETTERHEAD

Date

To: Children Today

Re: Referral for child care and development services

The letter certifies that [REDACTED] is receiving child protective services and that child care and development services are a necessary component of the child protective services plan.

Services should be made available on the following schedule (e.g. Mon-Fri, 8 am – 5pm):

[REDACTED].

The probable duration of the child protective service plan or the at-risk situation is:

[REDACTED].

Should you have questions, please contact me at:

Address

Telephone

Email

Signature of legally qualified professional

Title