

ON AGENCY LETTERHEAD

Date

To: Children Today

Re: Referral for child care and development services

The letter certifies that [redacted] and their children [redacted] are experiencing homelessness. They are receiving the following services from this agency:

Child care and development services should be made available on the following schedule (e.g. Mon-Fri, 8 am – 5 pm): [redacted]

Should you have questions, please contact me at:

Address

Telephone

Email

Signature of legally qualified professional

Title