

Date

Parent's name
address

Dear (Parent's name),

Hello! I am sending this letter since I have not been able to reach you. I have left messages on your answering machine, stopped by your house and you were not home, and have sent letters to you.

When we wrote the Individualized Family Service Plan, you said that you wanted me to follow (child's name) (list what you are doing and others who are on the IFPS, like: Kendra's development and have Barb, the AEA PT, check his walking). I would like to arrange a time to see (child's name) so we can see how (she/he) is (list what you are looking for: developing – talking, etc).

I am wondering if you have changed your mind about services and do not want any help from our agency. Please call me at (your phone number) and let me know how things are going or leave me a message if you do not want me to contact you anymore.

If I do not hear from you by (list date 14 days from this letter), I will assume that you are no longer interested in any services and will complete the paperwork to stop our work with you and your family. You can always call us in the future if you change your mind or have some questions!

Thank you and I look forward to hearing from you!

Sincerely,

Your name
Title
Contact info