<Date>

<Parent 1st Name><Parent last Name>

Re: <Student Name>

<Address Line 1>, <Address Line 2>

<City,> <ST> <ZIP>

Dear <Parent Name>:

<School System> has referred your child, <Student Name> to the Helping Families Initiative with hopes to assist you and your child with resources to succeed in school.

Please contact us within five (5) days by calling so we can connect you with the Case Officer assigned to your family. <Case Ofc Name> can review with you the resources and options that can support you and your child in this journey.

One of our top priorities is to build a relationship with you and develop a plan to reduce the possibilities of future legal interaction.

We look forward to working together to keep your child on the path to graduation and future success.

Sincerely,

District Attorney