

[CLICK HERE AND TYPE COMPANY NAME]

January 27, 2006

[Click **here** and type recipient's address]

Dear Sir or Madam:

Now that services for **CHILD'S NAME** are in place and the Individual Interagency Intervention Plan is written, service coordination efforts will taper off. This is a natural progression, as service coordination is about planning and coordinating, not providing direct services.

I will call you in three months to ensure that services are continuing and to answer any questions that may arise. Please call me at any time if you have concerns about your child, if a need arises and you're wondering about services, or if you just have a question and you don't know where to begin asking. I can be reached at **TELEPHONE NUMBER**.

Thank you and take care!

Sincerely,

[Click **here** and type your name]

[Click **here** and type job title]

[STREET ADDRESS] • [CITY/STATE] • [ZIP/POSTAL CODE]
PHONE: [PHONE NUMBER] • FAX: [FAX NUMBER]