(Date only No telephone or Fax #s on letter)

(Complainant)

(Address)

(City, State, Zip Code)

Re: Name of Child

Dear (Complainant Name):

The Bureau of Early Learning Services (BEIS) received a complaint on behalf of your child (Name of Complainant) on (Date Received).

BEIS has been unable to reach you to discuss your concerns. Please call (Name of EI Advisor assigned to the complaint) at (EI Advisor’s number) or e-mail at (EI Advisor’s e-mail).

Sincerely,

(Division Chief’s Name)

Division Chief

cc: EI Advisor