August 5, 2019

Mr. & Mrs. \_\_\_\_\_\_\_\_\_\_

Street Address

City, State ZipCharlevoix, MI 49720

Phone Number

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_

I hope this letter finds your family doing well. On (date) , you completed a preschool application for (child’s name) . You also completed a Customer Connection form stating you were interested in developmental opportunities for your 0-3 year old. I have attempted to reach you by phone and text at the above number but have been unsuccessful. Early Head Start is a free home visiting program for eligible families with children under the age of three. Our program offers:

\* Weekly home visits to support your family and parenting goals

\* Fun activities to support your child’s learning and development

\* Optional monthly playgroups

I have enclosed a pamphlet with additional information. We look forward to speaking with you about this opportunity. Please contact me if you are interested in scheduling an application appointment in your home or if you have any questions.

I look forward to talking with you.

Sincerely,

Jeanette Hibbler

Recruitment & Health Specialist

NMCAA Early Head Start

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Alanson, MI 4970

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