

Date

First Name Last Name

Street Address

City, State Zip

Phone Number

Dear

I hope this letter finds you and your family well. Staff from Early Head Start have tried several times to reach you by text and voice mail but have been unsuccessful.

You applied for Early Head Start services on \_\_\_\_\_\_\_\_\_\_\_\_ and were placed on our wait list. I am hopeful that you have been receiving our monthly calendar with our playgroups listed. I want to confirm that the above contact information is correct.

When we were not able to reach you to fill our last opening, we moved to the next person on the wait list. Please let me know that you are still interested in Early Head Start services by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and confirm that we have the correct contact information. We will call you as soon as another opening is available once you have contacted us. If I do not hear from you by this date, I will assume you are not interested in Early Head Start services and remove you from our wait list.

Please feel free to call me with any questions.

I wish you and your family well and hope to hear from you soon!

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Early Head Start

Child/Family Specialist

Phone number

Phone: (231) 346-2105

Cell: (231) 360-3626 (text)

E-mail: khyde@nmcaa.net

Fax: (231) 947-4935

Thank you and have a great day!

Sincerely,

Kelsey Hyde

Recruitment and Health Specialist