

Office
St. address, city, state, zip
999.999.9999 phone * 999.999.9999 fax
www.wrksolutions.com



Date

Title Fname Lname
Any Street
City, State Zip

Dear Title Lname:

Our records show we discussed your child's special needs when you applied for child care financial aid.

We may be able to offer additional service if your child requires more than the usual adult supervision during the day because of a disability.

If you believe your child may benefit from this additional service or you would like to learn more about it, call Workforce Solutions career office nearest you or 1-888-469-5627. When calling the toll free number, listen for and select the option to locate a career office. Tell the operator that you received a letter about your child's disability and Workforce Solutions's child care financial aid.

We look forward to hearing from you.

Sincerely,

Name
Position
Telephone number with extension