

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

Date



Title Fname Lname
Address
City, State Zip

Dear **Title Lname:**,

Our records show that your child will be 13 years old on [enter birth date]. Workforce Solutions' financial aid does not support a child who is 13 years or older, unless we are aware that the child has a documented disability.

We will stop paying child care financial aid on the day before your child's 13th birthday.

Please call me at the number below if you have questions.

Sincerely,

Name
Title
Workforce Solutions office name and address
Telephone number and extension