

September 20, 2005

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

Dear \_\_\_\_\_,

Our records indicate that your last home visit was on \_\_\_\_\_.

We have made several attempts to reach you in person and by phone but have been unable to make required home visits.

We sincerely hope that you want to continue in the Home Base program.

However, if we haven't received notification from you by \_\_\_\_\_, we will have no choice but to withdraw you/your child. Once withdrawn, we will not be able to provide services to you or your family.

Please take some time to think about the Home Base program and the benefits to you and your family and make a decision on whether or not you want to continue participating.

You can reach me by phone at \_\_\_\_\_, ext \_\_\_\_\_.

I look forward to hearing from you soon.

Thank You,

\_\_\_\_\_  
Staff Signature