April 5, 2016

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

Louisville, KY \_\_\_\_\_\_\_\_\_

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

I have been working with \_\_\_\_\_\_\_\_ in the capacity as \_\_\_\_\_’s Service Coordinator through Transformations. As \_\_\_\_’s Service Coordinator my role is to coordinate services so that he/she can maintain successfully within the home, school and community settings. I have attached releases in order to further discuss this case.

I appreciate your assistance in this matter.

Sincerely,

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

4010 Dupont Circle, Suite 582

Louisville, KY 40207

502-\_\_\_\_\_\_ (c); 502-\_\_\_\_\_\_\_\_ (f)