

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Department of Children and Family Services]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding [Specific Case or Issue]

I hope this letter finds you well. I am writing to inquire about [briefly state the purpose of your inquiry, e.g., "the status of my case," "resources available for families," "specific policies," etc.].

[Provide a detailed description of your inquiry, including any relevant case numbers, dates, or context that may assist in providing a response. Be clear and concise in your requests.]

I would appreciate any information you could provide regarding [specific questions or concerns you have]. Additionally, if there are any forms or processes I need to follow to obtain this information, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]