

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

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

Dear [Recipient's Name],

Subject: Concerns Regarding Child Welfare

I hope this letter finds you well. I am writing to express my concerns regarding the welfare of [Child's Name], who is currently under the care of [Parent/Guardian's Name] at [Address or Location].

I have observed [describe specific concerns, including dates and details of incidents, if applicable]. These observations have raised significant concerns about [Child's Name]'s safety and well-being.

It is my belief that intervention may be necessary to ensure the child's welfare. I urge your department to look into this matter at your earliest convenience.

Thank you for your attention to this important issue. I am available for further discussion should you require any additional information.

Sincerely,

[Your Name]
[Your Title/Relationship to Child, if applicable]