

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

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

Dear [Recipient Name],
I hope this letter finds you well. I am writing to discuss the current placement of [Child's Name], [age] years old, who has been under the care of DCFS since [date].

[Include personal details about the child, their needs, and any concerns you may have regarding their placement. Mention any positive experiences they have had and any challenges they are facing.]

It is important to me that [Child's Name] feels safe and supported during this time, and I believe that [suggest any potential solutions or changes in placement that you think would benefit the child].

I appreciate the hard work that the staff at DCFS puts in to ensure the well-being of children in care. Please feel free to reach out to me if you would like to discuss this further.

Thank you for your attention to this matter.

Warm regards,

[Your Name]
[Your Signature (if sending a hard copy)]