

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

[Date]

[Recipient Name]

[Department of Children and Family Services (DCFS)]

[Office Address]

[City, State, Zip Code]

Subject: Request for Visitation

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request visitation with my child(ren), [Child's Name(s)], who is/are currently under the care of DCFS.

I believe that regular visitation is vital for maintaining my relationship with my child(ren) and supporting their emotional well-being. I am committed to following any guidelines or requirements set forth by DCFS to facilitate this process.

Please let me know the necessary steps I need to take to arrange for visitation, including any forms I need to complete or meetings I should attend. I am eager to work collaboratively to ensure that my child(ren) can maintain a strong connection with me.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]