

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

Department of Children and Family Services
[Relevant Office/Division]
[Office Address]
[City, State, ZIP Code]

Dear [DCFS Representative/Specific Name if known],
Subject: Report of Concern Regarding Child Welfare

I am writing to report concerns regarding the welfare of [Child's Name],
who is [Child's Age] years old and resides at [Child's Address or
Location if known].

[Briefly explain your relationship to the child, if applicable, and how
you are aware of the situation. Include specific details about the
concerns you have, including any relevant observations or incidents.]

I believe that it is important to investigate these concerns, as the
child's safety and well-being may be at risk.

Thank you for your attention to this matter. I am willing to provide
further information if required.

Sincerely,

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