

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

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

Subject: Notification of Home Visits

Dear [Recipient Name],

I am writing to formally notify the Department of Children and Family Services (DCFS) of intention to conduct home visits concerning [specific case or purpose, e.g., "the welfare of the children in the Smith family case"].

The proposed dates for the home visits are as follows:

- [Date 1]
- [Date 2]
- [Date 3]

Please let me know if these dates are suitable or if adjustments are necessary. Additionally, I would appreciate any relevant information or requirements needed for these visits.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]
[Your Signature, if sending a hard copy]