

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

[DCFS Office Name]
[DCFS Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: [Subject of Correspondence]

I hope this message finds you well.

[Introduction: Briefly state the purpose of your correspondence.]

[Body: Provide necessary details, including any relevant case numbers or references. Be clear and concise.]

[If applicable, include any requests or actions you would like DCFS to take.]

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

Sincerely,

[Your Name]

[Your Title or Relation to the Case, if applicable]