

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

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

Subject: Contesting DCFS Action - [Your Case Number]

Dear [Caseworker's Name or DCFS Office],

I am writing to formally contest the recent action taken by the Department of Children and Family Services (DCFS) regarding my case, [insert case number], dated [insert date of action].

I believe that the decision made by DCFS is not justified based on the facts of the situation, and I would like to provide the following points for your consideration:

1. ****Factual Background****: [Briefly summarize the relevant facts and context surrounding the case.]
2. ****Disputing Findings****: [Clearly outline the specific findings or actions you are contesting and provide your reasoning.]
3. ****Supporting Evidence****: [List any documents, witnesses, or evidence that support your claims.]
4. ****Request for Review****: I kindly request a thorough review of this case, as I believe the outcome does not reflect the best interest of my family.
5. ****Willingness to Cooperate****: I am more than willing to provide any additional information required and to participate in any hearings or meetings necessary to discuss this matter further.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]