

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

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

Subject: [Case Number or Subject of the Case]

Dear [Caseworker's Name or "To Whom It May Concern"],

I am writing to you regarding the ongoing case [case number or brief description of the case] involving [child's name or family involved].

[Provide a brief overview of your relationship to the case and your concerns or observations. Include specific details that are relevant to the case, respecting confidentiality and privacy.]

I would like to further express my concern about [specific issues, behaviors, or events that you believe are critical to the case]. It is important that these issues are thoroughly considered as you continue your investigation.

Additionally, I am requesting [any specific actions you would like DCFS to take, information you would like to receive, or meetings you wish to have].

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

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]