



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES
Division of Protection and Permanency**

275 E. Main Street, 3E-A
Frankfort, Kentucky 40621
502-564-6852
502-564-4653 (Fax)
www.chfs.ky.gov

February 15, 2009

John Doe
770 Street
Anywhere, Kentucky 45678

Dear Mr. Doe:

It is very important that I speak with you regarding a child, DOB 7/9/06, who is in the custody of the Cabinet for Health and Family Services (CHFS). Under Kentucky law, you may be her legal father because of your marriage to her mother, Jane Doe.

In view of the seriousness of this matter, please call me or my supervisor, Myra Boss at (502) 555-1212 as soon as possible. Thank you for your help in this matter.

Sincerely,

Stella Worker
Social Services Worker