***EXAMPLE COVER LETTER below for information sent directly to a judge.***

August 1, 2017

Circuit Clerk: Ms. Theresa A. McCafferty

6th Circuit- Family Division

32 Clinton St.

Concord, NH 03301

Regarding the matter of: Sally Smith DOB: May 13, 2015

-CONFIDENTIAL-

Dear Ms. McCafferty,

The purpose of this letter is to share my concerns about two-year old Sally Smith, a toddler being seen for fine and gross motor challenges at ABC Therapies in Concord, NH. My name is Jenny Jones and I am an Occupational Therapist with over 15 years of experience working exclusively with toddlers and pre-school aged children born to substance addicted mothers.

Please see the enclosed report and my professional notes about Sally’s progress in occupational therapy and my concerns about the extensive home care therapy that will be required in the event that she is reunified with her biological mother, Lucy Lu.

Thank you very much for your assistance. Please feel free to contact me if you have any questions.

Sincerely,

*(Signature goes here)*

Jenny Jones, MS, OTR/L

Licensed Pediatric Occupational Therapist

Email: jj@abctherapies.org

ABC Therapies

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Concord, NH 03301

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