School District Letterhead

Address

Address

City, State, Zip Code

Parents Name

Address

City, State, Zip

Date

Dear (Parent’s Name) :

We received a notice from the Birth to Three Connections program that (Child’s Name) will be turning 3 on (Child’s Birthdate) . If you are interested in further services for your child, we offer

developmental services for children ages 3 – 5 years who qualify.

If you would like more information about these services and how your child may qualify, please contact our Special Education office. We would be happy to speak with you about the next steps for your child.

Sincerely,

Special Education Director

Phone #

Email Address