**[*If possible, print this letter on your letterhead*]**

Hawm txog ,

[Agency name] xav paub seb koj xav li cas txog cov kev pab rau kev puas siab ntsws puas hlwb/los sis kev pab txog tshuaj yeeb dej caw uas koj tau txais los ntawm [CCS, CSC, CSP program name]. Yog tias koj pab teb rau tsab ntawv nug tshawb fawb xa nrog no, koj yuav muab tau ib cov ncauj lus pab zoo heev los txhim kho rau txoj kev kho kab mob kev nkeeg hauv koj lub zej zog.

Yuav ceev zoo cia thiab tsis qhia leej twg npe ntawm tag nrho cov neeg laus teb qhia lawv txoj kev txaus siab rau tsab ntawv tsawb fawb. Cov neeg ua hauj lwm hauv txoj kev pab yuav tsis pom koj cov lus teb thiab koj txoj kev koom nrog txoj kev tshawb fawb yuav tsis muaj kev cuam tshuam kiag rau cov kev pab koj tau.

Thaum koj teb rau tsab ntawv tshawb fawb:

* Ua tib zoo xav txog cov uas koj tau ntsib muaj nrog [CCS, CSC, CSP program name] hauv rau (6) lub hlis dhau los. Tsis txhob xav txog lwm cov kev pab kho mob los sis kev pab rau pej xeem huab hwm.
* Lo lus “***koom haum***” yog hais txog [Agency name].
* Lo lus “***(cov) kev pab***” yog hais txog cov kev pab los ntawm [CCS, CSC, CSP program name].
* Lo lus “***neeg ua hauj lwm***” yog hais txog koj cov [CCS, CSC, CSP counselor, case manager, etc.].
* Lo lus “***neeg qhua***” yog hais txog lwm cov tib neeg uas tau txais cov kev pab kho kev puas siab ntsws puas hlwb thiab/los sis kev txiav tshuaj yeeb dej caw thiab yog cov qhib siab lug pab txhawb lwm cov uas muaj cov teeb meem zoo sib xws.

Thaum koj xa rov qab tsab ntawv tshawb fawb:

* Tsis txhob sau koj lub npe rau tsab ntawv los sis lub hnab ntawv ntim.
* Xa rov qab tsab ntawv tshawb fawb uas teb tiav rau hauv lub hnab ntawv twb yeej rau chaw nyob thiab lo nqi xa uas xa nrog tuaj no.

Yog tias koj muaj lus nug txog tsab ntawv tshawb fawb, thov tso siab lug hu rau [name and phone number]. Ua tsaug ua ntej rau koj txoj kev xav txog yuav teb rau tsab ntawv tshawb fawb tseem ceeb no.

Hmov tshua,

[Agency name]