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

Waad salaaman tahay ,

(Agency name) Waxay kaa rabaan in aad u sheegto waxaad ka qabto adeegyada caafimaadka dhimirka iyo/ama isticmaalka maandooriyaha ee aad ka heshay (CCS, CSC, CSP program name). Haddii aad ka jawaabto daraasadda lifaaqa ah, oo aan khasab kugu ahayn, waxa lagaa helayo waa macluumaad nagu caawinaya in la sii hagaajiyo helitaanka daryeel tayo leh.

Macluumaadka ah jawaabaha lagaa helo ee qanacsanaanta dadka ka weyn qaangaarka waa qarsoodi   
oo dadkana lama kala garan karo. Shaqaalaha barnaamijka ma arki karaan jawaabaha iyo dadka ka qeybqaata daraasadda oo ma aha wax saameyn kara adeegyadaada.

Markaad jawaab ku buuxinayso daraasadda:

* Ka fakar waxa aad kala kulantay (CCS, CSC, CSP program name) lixdii (6) bilood ee la soo dhaafay. Ha ka fakarin barnaamijyada kale ee caafimaadka iyo adeegga dadweynaha.
* Ereyga “***wakaalad***” waxaa looga jeedaa (Agency name).
* Ereyga “***adeeg(yada)***” waxaa looga jeedaa adeegyada laga helo (CCS, CSC, CSP program name).
* Ereyga “***shaqaalaha***” waxaa looga jeedaa (CCS, CSC, CSP counselor, case manager, etc.).
* Ereyga “***macmiilka***” waxaa looga jeedaa dadka kale ee loo qabtay adeegyo ah dhimirka iyo/ama isticmaalka maandooriyaha ee si furan u taageera dadka la midka ah.

Markaad soo direyso waraaqaha jawaabaha:

* Magacaaga ha ku qorin waraaqaha ama bakhshadda aad ku soo direyso.
* Waraaqaha jawaabaha ku soo dir bakhshadda diyaarsan ee la socota ee loogu talagalay.

Haddii aad wax su'aalo ah ka qabto daraasadda, fadlan la soo xiriir (name and phone number).   
Waad ku mahadsan tahay wakhtiga iyo jawaabaha aan kaa heleyno oo muhiim noo ah.

Mahadsanid,

(Agency name)