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| Contact: |  | Add your logo here |
| Direct Tel: |  |
| Fax: |  |
| email: |  |
| Your ref: |  |
| Our ref: |  |

**Private and Confidential**

Add parent/guardian here if applicable

Add name here

Add address line here

Add address line here

Add address line here

Add post code here

Add date here

Dear Add name here

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|  | **ISS Letter:** First Meeting |

I work for Name of Organisation. The court gave you a Court Order. The court said that you must do some work with us. This work is called Intensive Supervision and Surveillance (ISS).

I need to see you and your parent/guardian for a first planning meeting. In our first meeting we will talk about:

* The work you must do with us
* Any questions you have
* Our rules for the work

We will all make a plan. This will help us know what to do to help you.

The people who work with you may also come to the meeting.

Please come to the meeting:

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| Macintosh HD:Users:mark: DCC work:42753 CYPS YOS letter emplate graphics:place.png | **Place:** Add place here |
|  |  |
| Macintosh HD:Users:mark: DCC work:42753 CYPS YOS letter emplate graphics:calendar.png | **Date:** Add date here |
|  |  |
| Macintosh HD:Users:mark: DCC work:42753 CYPS YOS letter emplate graphics:clock.png | **Time:** Add time here |

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| --- | --- |
| Macintosh HD:Users:mark: DCC work:42753 CYPS YOS letter emplate graphics:mobile phone.png | Please phone me on Add phone number here to talk about any problems you have coming to this meeting. |

Yours sincerely,

Add name here

Add role here

Add cc. Parent/Carer here