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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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| **Macintosh HD:Users:mark: DCC work:42753 CYPS YOS letter emplate graphics:court.png** | **Report Meeting:** Meeting to write a report for Court. |

I have to write a report about you for court. This report is called a Pre-Sentence Report (PSR). This report is very important. The court will use the report to say what happens to you.

I need to see you to talk about the report. Please come to a 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