|  |  |  |
| --- | --- | --- |
| 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

|  |  |
| --- | --- |
|   | **Reparation** |

The court said you must do some reparation work. This is work you have to do because you did something wrong.

The work:

• Does something to help someone or a group of people.

• Helps you put something right.

Please come to do your reparation work on:

|  |  |
| --- | --- |
| 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 | To: | Macintosh HD:Users:mark: DCC work:42753 CYPS YOS letter emplate graphics:clock.png | **Time:** Add time here |
|  | You will be collected from: |
| Macintosh HD:Users:mark: DCC work:42753 CYPS YOS letter emplate graphics:place.png | **Place:** Add place here |

Add ‘bring lunch if required’ here

|  |  |
| --- | --- |
|  | Please wear sensible clothing and comfortable footwear. |
|  |  |
|  | We will get you any protective clothing or footwear needed for your reparation work. This protective clothing and footwear **must** then be worn. |

You **must** let me know first when you have a very good reason for not coming to your reparation.

|  |  |
| --- | --- |
| 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