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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** | **Statutory Court Order:** First Meeting |

You went to court. The name of what you did wrong and against the law is: Add offence(s) here.

When you left the court there were court rules about what you can do.

One rule is that you have to work with Add organisation here.

I work for Add organisation here. I am your Supervising Officer.

We must talk about what the court says you must do.

Please come to a meeting with me:

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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 |

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

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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. |

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|  | When you miss the meeting and have no good reason you may get into more trouble with the court. |

Yours sincerely,

Add name here

Add role here

Add cc. Parent/Carer here