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

|  |  |
| --- | --- |
|  | **Supervision:** Meeting |

Please come to a meeting to see me 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 |
| Macintosh HD:Users:mark: DCC work:42753 CYPS YOS letter emplate graphics:place.png | **Place:** Add place here |

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

|  |  |
| --- | --- |
| 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. |

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