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

|  |  |
| --- | --- |
|   | **Unpaid work** |

The court said you must do some unpaid work. This means you have to work and you will not be paid. This unpaid work is to help you to put things right.

Please come to do your unpaid 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 unpaid 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 unpaid work.

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