

**Meeting Notification**

***[Insert Primary Contact Name]***  
***[Insert Primary Contact Address]***  
***[Insert Primary Contact City, State, Zip]***

RE: ***[Insert Child's name]***  
DOB: ***[Insert Child's DOB]***



Date:

Dear ***[Insert Primary Contact First Name]***,

This is to confirm that a meeting for ***[Insert Child's Name]*** has been scheduled for

***[DATE]*** at ***[TIME]*** at ***[Location or Address]***.

The purpose of this meeting is to:

- Discuss referral to First Steps
- Eligibility Determination Meeting
- Other:

The following individuals have been invited to attend this meeting:

***[Name and Role of persons invited]***

We hope that you will share your observations, questions, concerns and priorities for your child and family during the meeting. You may also invite any additional individuals whom you would like to participate. If this time is not convenient or you need to reschedule for any reason, please call me at ***[Insert SC phone number]***. You can also reach me at ***[Insert SC email]*** or ***[Insert SPOE address, city, state, zip]***.

Sincerely,

***[Insert SC name]***  
Service Coordinator