**Sample Letter of Introduction and Request For Meeting**

\_\_\_\_\_\_\_ (date) \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ (Title [and name if you have it] of the person with who, you wish to meet) \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_ (School name)\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ (address) \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_(city, state, zip code)

Dear \_\_\_\_\_\_\_\_\_\_\_\_ (Title [and name if you have it] of the person with whom you wish to meet )\_\_\_\_\_\_:

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am the Court Appointed Special Advocate appointed by the Court for \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of child)\_\_\_\_\_\_\_\_\_\_\_\_, who was born on \_\_\_\_\_\_\_\_\_\_ (DOB) \_\_\_\_\_\_\_\_\_\_\_and is a student in the \_\_\_\_\_\_\_\_ grade at the \_\_\_\_\_\_\_\_\_\_\_\_ (name of school)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School. A copy of my Order of Appointment is attached for your records.

As the Court Appointed Special Advocate for \_\_\_\_\_\_\_\_\_\_\_ (name of child), I would like to work with you to ensure that s/he will be as successful as possible in school. Additionally, I would like to meet with you to discuss the following concerns and how we can collaborate to address these issues.

* Insert any specific concerns here

I can be reached at \_\_\_\_\_\_\_\_\_\_\_\_ (phone number) \_\_\_\_\_\_\_\_\_\_ during (best time of the day to call)\_\_\_\_\_\_\_\_\_\_\_\_\_ in order to set up an appointment to come in, or to answer any questions you might have.

When I come in, I would also like to review all school records on file for \_\_\_\_\_\_\_\_\_ (name of child)\_\_\_\_\_.

Thank you for your time, and I look forward to speaking with you soon.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_ (volunteer signature)\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ (typed volunteer name) \_\_\_\_\_\_\_\_\_\_\_\_\_

CASA Volunteer, CASA of \_\_\_\_\_\_\_\_\_\_\_\_\_ County

cc: (insert name and title of whomever is in the hierarchal position one level higher than the person to whom you are writing)