Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent or Guardian,

We have been trying to contact you to let you know that there is a spot in Head Start for your child and to set up an appointment to complete enrollment paperwork. We have been unable to reach you due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We would like to know if you are still interested in having your child attend our preschool program this year. Please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ext. \_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so we can set up an appointment to complete the enrollment. If you do not contact us by this date we will offer the spot to the next child on our waiting list. Thank you and I look forward to hearing from you soon.

Sincerely,

SNHS, Inc. Head Start

Family Worker