



Date

Parent Full Name

Parent Address

Dear (Adoptive Parent):

Early Steps has been pleased to provide services to (name of child). However, it is Early Steps' understanding that since (his/her) adoption, you do not wish to continue (name of child)'s participation in Early Steps. Therefore, (name of child)'s Early Steps record will be closed as of (date).

If you have reconsidered and wish your child to continue participation in Early Steps, please call (xxx) at (phone number) to continue services for your child under (his/her) new name.

Sincerely,

Service Coordinator