11/14/2013

NAME  
ADDRESS  
CITY, STATE ZIP

Dear \_\_\_\_\_\_\_\_\_\_\_\_,

I am writing to inform you that I am the new Community Options Inc. Employment Specialist assigned to your case.

If you have any questions in regards to this transition you may call Community Options Inc. at \_\_\_\_\_\_\_\_\_, and we would be happy to answer any questions or concerns you may have.

I have enclosed my business card for your reference.

Sincerely,

Place Business Card Here

Community Options Inc. Staff