

Date

Community Options

4909 Shelburne St

Bismarck, ND 58503

Dear:

Staff at Community Options has tried to contact you to see if you are still interested in working with the Skill Smart program. We have either been unable to reach you, or you have decided that you no longer want to work with the program.

**This letter is to inform you that Community Options is closing your case in the Skill Smart program.**

In the future if you decide you want to participate in the Skill Smart program again, we do welcome you back. You may contact Alex Herz at 877-865-1682 with any questions that you may have.

Sincerely,

Insert Name

Insert Title