<Date>

<Member Name>

<Member Address>

<City, State, Zip>

Dear <Name>:

Your Case Manager has been unable to reach you. I am writing to ask you or an authorized representative to call me at <telephone number>. If you reach my voicemail, please leave a message with your daytime telephone number and a date and time that I can call you. If you are hearing impaired, please call the Minnesota Relay at <711> or <1-877-627-3848> (speech-to-speech relay service).

The reason I am trying to reach you is:

To schedule an initial assessment

To have a 6-month check-in

To schedule your annual assessment

Other: <explanation of other reason>

Please call me as soon as you receive this letter. I look forward to speaking with you.

Sincerely,

<Case Manager Name>

<Case Manager Job Title>

<County or Agency Name>

<Phone Number>

<E-mail Address>

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