|  |  |  |
| --- | --- | --- |
| Contact: |  | Add your logo here |
| Direct Tel: |  |
| Fax: |  |
| email: |  |
| Your ref: |  |
| Our ref: |  |

**Private and Confidential**

Add parent/guardian here if applicable

Add name here

Add address line here

Add address line here

Add address line here

Add post code here

Add date here

Dear Add name here

|  |  |
| --- | --- |
|  | **Pre-Court Letter:** First Meeting |

I work for Add organisation here . You said you will work with us on a Pre Court Programme.

I need to see you and your parent or carer for a meeting.

Please come to the meeting:

|  |  |
| --- | --- |
| Macintosh HD:Users:mark: DCC work:42753 CYPS YOS letter emplate graphics:place.png | **Place:** Add place here |
|  |  |
| Macintosh HD:Users:mark: DCC work:42753 CYPS YOS letter emplate graphics:calendar.png | **Date:** Add date here |
|  |  |
| Macintosh HD:Users:mark: DCC work:42753 CYPS YOS letter emplate graphics:clock.png | **Time:** Add time here |

Pleaselet me know when you can’t come to this meeting. You must have a very good reason for not coming to this meeting.

|  |  |
| --- | --- |
| Macintosh HD:Users:mark: DCC work:42753 CYPS YOS letter emplate graphics:mobile phone.png | Please phone me on Add phone number here to talk about any problems you have coming to this meeting. |

Yours sincerely

Add name here

Add role here

Add cc. Parent/Carer here