

Form provided courtesy of Lokken & Associates

Law Firm Letterhead

Attorneys at Law

Address, Phone, etc.

Date

Assistant Attorney General
P.O. Box 140833
160 East 300 South, 6th Floor
Salt Lake City, UT 84114-0833

re: NAME Children

Dear,

A review of this file indicates that I have not been provided with an updated service plan for my client **CLIENT**. The previous service plan expired on _____ . Please provide the service plan as soon as possible.

Sincerely,

Attorney
Firm