

DCWL Disciplinary Action Cover Letter Example  
CERTIFYING AGENCY LETTERHEAD

DATE

NAME

ADDRESS

CITY, STATE, ZIP

RE: *Licensee Name*  
*Licensee Number*

Dear:

A(n) ***(initial evaluation, renewal evaluation, special evaluation)*** of your foster home was completed on ***(date)***. A copy of the report that summarizes the findings of the ***(initial evaluation, renewal evaluation, special evaluation)*** is attached to this letter. Based on the findings, we are recommending to the Department of Child Welfare Licensing that your foster home license be ***(denied, revoked, or not be renewed)***.

If the Division of Child Welfare Licensing supports our recommendation, you will be notified of any right to appeal by the Division of Child Welfare Licensing.

You have the right to have your written response included as an attachment to the report identified above. Please forward a copy of any written response to ***(name of certification supervisor)*** at ***(agency name and address)***.

Sincerely,