



[Your Name]

Early Learning Specialist

[Program Name]

[Phone Number]

[Email Address]

[Date]

Dear Parent or Child Care Provider,

Hello! My name is [Your Name], and I am the Early Learning Specialist who will be working with your family or child care program through [Program Name].

Part of my job is to visit families and caregivers in their homes. During visits, I share activities, information, and resources to help support children's learning and development.

I know that having someone visit your home is a big decision. I want you to know that I have completed all required training and background checks. This means I am approved to do home visits and work with families and children safely and professionally.

My goal is to get to know your family or child care home, support your children's growth and learning, and connect you with helpful resources. Anything you share with me will be kept private according to program rules.

If you have any questions, please feel free to contact me or my supervisor who is [Name] and can be reached at [Phone Number]. I look forward to meeting you and working together to support your children.

Thank you for your time.

Sincerely,

[Your Name]

Early Learning Specialist

[Program Name]

[Phone Number]

[Email Address]