

[Date]

[Name of Parent/Guardian]

[Street Address]

[City, State Zip Code]

Dear [Name of Parent/Guardian]:

[Name of Child] had a blood lead test on [Date of blood test], and the result, [result of blood test] shows that [Name of Child] has lead poisoning. Your child may have learning, behavior and growth problems. I would like to talk to you on the phone to see if your child may be harmed by lead paint.

This is the second notice I have sent you requesting that you contact me. It is very important that you call me so I can ask you a few questions about your child, your home and schedule an in-person visit. You can call me at [Telephone Number].

Again, I would ask that you call me at the phone number listed above. If I do not receive a response to this second notice your child may be at continued risk for lead exposure home. Failure to contact me may result in a referral to the legal department for action. I look forward to speaking with you.

Thank you,

[Name of LHD Representative]

[Representative Title]

[LHD Name]

Certified Mail Receipt Number [enter number here]