

SAMPLE EMAIL
Request to Initiate Interim Supervision

Date: September 1, 2007

To: (Name and Email Address of ICT Officer)

Subject: Request to (Receiving) County, Receiving County, to Provide Interim Supervision of (Child's Initials and D.O.B.)

Dear ICT Officer:

This electronic mail will initiate our request to (Receiving) County to provide interim supervision of a child under Texas Family Code Section 51.072 (d).

Provided in the attached document [TJPC-ICT-04-06] is the required identifying information regarding the above-referenced child currently under our jurisdiction who has moved or intends to move to your county with the intent to reside there for a period of at least 60 days.

Should your department agree to provide interim supervision of this child, our department will immediately, but not later than ten (10) business days, provide the documentation required to facilitate this transfer as set forth in Texas Family Code Section 51.072(f). Our records reflect that this child is not residing in your county as a result of a residential placement arranged by this county nor is the child in a Department of Family and Protective Services foster care placement.

As the designated Inter-County Transfer Officer for your county, please verify all contact information including the appropriate electronic and regular mail addresses to which the Child Transfer Packet and any correspondence should be directed. We anticipate your prompt electronic reply. Thank you.

Should you have any questions, please do not hesitate to contact me at (000) 000-0000 or Name.Name@emailprovider.com. Thank you.

Sincerely,

Joseph A. Probation
Inter-County Transfer Officer
Any County Juvenile Probation Department
4900 North Street, Any Town, Texas 77777
Telephone 000-000-0000
Fax 000-000-0000
EMAIL: itc.officer@any.email.provider.com

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Information relating to juvenile offenders, their files, court proceedings or other records is considered confidential under Section 58.005 of the Texas Family Code and may not be disseminated to the public. Access is specifically restricted to individuals or entities authorized by statute or court order.