

Sample Notification Letters

<Date>

<Title><FirstName>LastName>

<Address>

<City,State ZIP>

Dear <Title><LastName>:

This letter is in response to a blood lead report received regarding your child, <ChildName>. The report shows that your child's blood lead level is <Result>. An acceptable blood lead level is any result ranging from 0 to 4.9 g/dL (micrograms of lead per deciliter of blood). If your child's blood lead level is greater than 5.0, it is **very important** that he/she receives a follow up blood lead test. Your child's physician will need to track the blood lead level in order to effectively treat your child. (If the blood lead level is greater than 5.0, include sentence: Please have your child's blood retested within <TimeFrame>.)

Enclosed is educational material regarding lead exposure. This material will provide you with information on things that you can do to help reach the goal of keeping your child's blood lead level as low as possible. Please make any necessary changes in the child's environment that will minimize exposure to lead.

If you have any questions, please feel free to contact me at <Number>. (If you know the names and telephone number of the certified risk assessor assigned to the case include them here.)

Sincerely,

<Name>

<Title>

<WritersInitials><ReviewersInitials>

Enclosures

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