

[Date]

Mr/Ms. TA Recipient
1234 Any Street
Anywhere, USA 01234

Dear Mr/Ms. TA Recipient,

Your request for technical assistance (TA) has been approved. The TA will be provided by **[Name]**, a MCHB approved consultant. Your TA Request Form is attached to this report.

[Name] will contact you prior to the visit to review the TA plan developed to meet the goals and objectives of your organization. Please complete the enclosed evaluation form after you receive TA.

Questions concerning this TA should be directed to Carol O'Toole at the Maternal and Child Health Bureau at (301) 443-0869.

Sincerely,

Vicki Rogerson
Logistics Coordinator
Roomers, Inc.

Cc: Carol O'Toole

Enclosures