<<Date>>

PARENTS/GUARDIANS OF <<student first and last name>>

<<Address>>

<<City, state zip>>

Dear <<Mr./Mrs./Ms. Parent Last Name>>,

This letter is to inform you your VR Pre-Employment Transition Service Coordinator is now << VR staff name >>.

<< VR staff name >> is currently assigned to the << VR office >> at << VR office address >>. << VR staff name>> can be contacted at << phone number >> or at << VR staff email >>.

If you have any questions/concerns regarding this information, you can also contact the Client Assistance Program (CAP) to receive advice about your rights at 1-800-742-7594, email cap.info@nebraska.gov or write to CAP at P.O. Box 94987, Lincoln, NE 68509.

Sincerely,

<< Staff signature >>
<< Staff name >>

To learn more about Pre-Employment Transition Services, go to <http://vr.nebraska.gov/students/#info> or scan the QR Code below.

