



Early Learning Coalition of the Nature Coast  
Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties



## Client Services Counselor Change Notification

Date

Message Recipient

Address

City, State, Zip

Dear

Due to a reorganization of caseloads in our Client Services office, I will be your new Client Services Counselor. The change is effective .

Due to your recent transfer to a different Child Care provider, I will be your new Client Services Counselor. The change is effective .

My name is . If you have questions or concerns, please feel free to call me at , ext.  or email me at .

I look forward to working with you!

Sincerely,

Client Services Counselor  
Early Learning Coalition of the Nature Coast