

**Health Rights Hotline  
Standardized Letter**

**Warning**

December 4, 2002

Jane Sample  
1234 Union Street  
Sacramento, CA 95823

Dear Jane:

The purpose of this letter is to follow up on your case with the Health Rights Hotline. I have not heard from you or received the information I requested, since our last contact.

Please call me or send me your documents no later than ten days from the date of this letter.

If I don't hear from you by that time, I will assume you no longer need our assistance and I will close your case.

I look forward to hearing from you. Our office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. We're here to help.

Sincerely,

<Name of Counselor>  
Counselor