

March 18, 2014

Ms. Jane Doe
1234 Abc Dr.
Buffalo, New York 14214

Dear Ms. Doe:

My name is _____ and I am a _____
at Western New York Independent Living, Inc. I have attempted to
contact you multiple times over the past two weeks, but I have
unfortunately been unable to reach you.

I am writing to inquire whether you are still interested in receiving _____
If you are, please contact me
within ten (10) business days of receiving this letter at (716) 836-0822 Ext
Monday through Friday between 8:30 am and 5 pm.

If you are no longer interested in receiving services at this time, but may
want them in the future, please do not hesitate to contact our intake office
at extension 126, as we are always here to assist you.

Sincerely,