<<Today>>

<<FirstParent.RelatedContact\_Name>>

<<Contact\_MailingStreet>>

<<Contact\_MailingCity>>, <<Contact\_MailingState>> <<Contact\_MailingPostalCode>>

Dear <<FirstParent.RelatedContact\_Name>>,

We hope this note finds your family doing well. We have made several attempts to contact you and your family so we can move forward with a wish for <<Contact\_FirstName>>, but we have not been successful in reaching you.

Our last communication of **INSERT DATE OF 30 DAY NO RESPONSE LETTER** stated that if we did not hear from you by **INSERT TODAY’S DATE *OR* THE 30 DAY DEADLINE DATE**, we would be unable to continue the wish process for <<Contact\_FirstName>>. Since we did not hear from you by the above date, we have closed your child’s file.

If you ever wish to pursue a wish for <<Contact\_FirstName>> in the future, we will be happy to discuss the opportunity with you. You may begin the process by calling our office at your convenience to refer <<Contact\_FirstName>> once again.

Please remember that <<Contact\_FirstName>> will need to meet the eligibility criteria in place at the time of re-referral.Please understand that if <<Contact\_FirstName>>’s medical condition has changed since his/her initial referral to Make-A-Wish, or if Make-A-Wish changes its eligibility criteria, there is a possibility that <<Contact\_FirstName>> may no longer qualify to receive a wish.

We hope <<Contact\_FirstName>> is doing well. Please contact us at **(XXX) XXX-XXXX** if you have any questions.

With sincerest regards,

<<CaseOwner\_FullName>>

<<CaseOwner\_Title>>