



CAPITAL YOUTH EMPOWERMENT PROGRAM, INC.

“STRONG FAMILIES, BRIGHT FUTURES”

January 4, 2014

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To Whom It May Concern:

Fathers In Touch attempts to secure accurate information regarding our clients.

As Case Manager's we develop Service Plans to assist clients to work towards their treatment goals. Our goal is to place clients in a position to be successful. Assisting us reach our goal would be greatly appreciated.

Please send the following information:

___ Basic Background Information

___ Education

___ Employment

___ Driver's License

___ Criminal Record

___ Mental Health

___ Substance Abuse

Your assistance is invaluable.

Thank you in advance for cooperation.

Sincerely,

Everett Maurice Mitchell
Assistant Director
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