**COURT APPOINTED SPECIAL ADVOCATES**

**(CASA) OF FRANKLIN COUNTY**

373 SOUTH HIGH STREET, 15TH FLOOR

COLUMBUS, OH 43215

Email: **[personal email]**

VERIFY# **[Personal Phone Number]**

Date: **[Today’s Date]**

THE TRANSMISSION OF THIS EMAIL IS INTENDED FOR RECEIPT ONLY BY THE BELOW NAMED PERSON AND CONTAINS CONFIDENTIAL INFORMATION WHICH MAY BE COVERED UNDER THE ATTORNEY/ CLIENT PRIVILEGE. IF THIS TRANSMISSION IS RECEIVED IN ERROR, PLEASE CONTACT [Phone Number] IMMEDIATELY.

SENT TO: **CPD Radio runs and printouts**

ORGANIZATION: CASA of Franklin County

FROM: **[Your full name]**, Volunteer Guardian Ad Litem (GAL)

 **[your email]**

IN RE: **[Specific address and date range of request]**

Thank you in advance!