



**Kyle J. Gilrain MS, LCSW**  
*Psychotherapist*

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January 18, 2009

Probation Department  
Attention: Name of Probation Officer  
123 Main Street  
Ormond Beach, FL 32174

**Re: Kyle G.**

Dear Mr. G's Probation Officer:

This letter serves to inform you that Mr. G did not show for his therapy on the following date(s):

Jan 19, 2009

Please note the following circumstances:

- Patient did not show up for scheduled therapy appointment and did not telephone with a reason as of the date of this letter being mailed.
- Patient did not show up for scheduled therapy appointment, but the following reasons were given by the patient or guardian as indicated:

Mr. G called on 1/19/2009 and left a message reporting that he did not have transportation to therapy and would be missing his scheduled time.

Thank you,

Kyle J. Gilrain LCSW