[Court Letterhead]

To: The Parents/Custodian/Legal Guardian of:

[Insert Party Name]

[Insert Party Address]

Re: In the matter of A.B., a child

[Insert case number]

**Courtesy Notice of Summons for Truant Conduct of a Child**

The purpose of this letter is to inform you that a petition has been filed against your child alleging Truant Conduct.

A hearing has been set requiring you and your child to appear in court to answer the allegations in the petition.

A copy of the summons and the petition is attached with this letter.

Please take time to review the documents and appear in court on the date and time stated in the summons and indicated below.

The address of the court is: [insert address]

The date and time you and your child must appear in court is: [insert date and time of hearing]

If you have any questions, please contact this office at \_\_\_-\_\_\_-\_\_\_\_ [insert court phone number].

Sincerely,

Court Clerk for [insert court name]