

Sample Letter Requesting Assistance of the County Clerk

Dear County Clerk:

We have established a County Child Death Review Team, under the auspices of the _____ . Our team is a multi-disciplinary, interagency group of professionals meeting regularly to review the deaths of children in our county.

The purpose of the review is to improve our understanding of how and why children die and to develop recommendations to improve our response to child deaths and to develop prevention initiatives to keep children safe.

We need your assistance in identifying all of the children who die in our county. We understand that your office is mandated to submit all death certificates to the Office of the State Registrar. We are asking that you maintain a listing of all child deaths or make a duplicate copy of the death certificates on all child deaths, prior to sending the certificates on to the State. This will ensure that we are able to review all deaths in a timely manner. As the team coordinator, I will be contacting you regularly to obtain these names.

I will be contacting you in the next few days to work out an arrangement with you. We are looking forward to renewing our commitment to the health, safety and protection of our children.

Sincerely,

(Team Coordinator)