

Your  
Agency  
Logo Here

Your Agency Name Here  
Youth Mentoring Program  
Match Closure Notification Letter

<Today's date>

<Recipient name>

<Recipient street address>

<Recipient city, state, zip>

Dear <Recipient Name>,

This letter is to inform you that the mentoring relationship managed by the (Your Agency Name Here) Youth Mentoring Program has officially ended as of <match end date>. (For parent/guardians) Thank you for the opportunity to partner with you in the success of your child. (For mentors) Thank you for using your time and talents to impact the life of a child and family here in our community.

(Optional if applicable) We have attempted, unsuccessfully, to contact you via phone and e-mail and regret that we are unable to meet with you to go through a formal closure process.

(Optional if applicable – when no meeting occurs) We have included an Exit Survey Form and a postage-paid envelope for you to use to return the Exit Survey Form to us. We hope that you will take a few moments to complete this form – your responses will help us improve our program for more children and families and will supply needed information to those who provide funding for the program.

Please understand that because the match has formally ended, Lower Lights Ministries no longer assumes responsibility for monitoring and supervising the match. Any future contact between match partners is at the sole discretion of all parties involved (mentor, mentee, and parent/guardian). Any incidents occurring due to future contact among match participants is beyond the scope and responsibility of Your Agency Name Here.

Thank you for your involvement in our program. We appreciate your participation.

Please feel free to contact me if you have any questions.

Sincerely,

Program Staff Name  
Title  
Agency Name Here