Dear Child Death Review Coordinator (or Investigator):

It has come to the attention of our Child Death Review Team that we may share interest in obtaining information related to the death of a child. We would appreciate your assistance in the following manner:

The child is a resident of our county, but died in your county. Our team would like you to provide us with information on the circumstances of the death, including:

___ Autopsy
___ Death Scene Investigation
___ EMS Run report
___ Crash Report
___ Fire Report
___ Child Death Review Team Report

The child died in our county, but is a resident of your county. Our team reviewed the death.
If your team would like access to our review findings, we would be happy to provide it to you upon request.

The child died in our county, but is a resident of your county. As such, your team will likely be reviewing the death, pursuant to state law ____. We would also like to review this death, to better understand the circumstances and how our community can ensure that similar deaths may be prevented. We would like you to provide us with your Child Death Review Team findings.

Attached is the information that we have on the child’s death. Thank you for your attention. You may contact me at ________________________.

Sincerely,

Your Name
Information on the Child:

County of Death _______________ Name of Child ________________________________

Mother ___________________________ Father ________________________________

Resident Street Address _______________________________________________________

City, State, Zip ___________________________________________________________________

Date of Death _______________ Age at Death ___ Yrs ___ Days ___ Hrs ___ Min

Date of Birth _______________ Race ___ Sex ___ Autopsy ___ Yes ___ No

Medical Examiner/Coroner ______________________________ Phone: __________________

Lead Investigator/Agency: _____________________________ Phone: __________________

Cause of Death ___________________________________________________________________

Other key information regarding circumstances of death, please describe in detail: