Please copy and paste the text of this letter onto district letterhead.

{INSERT CURRENT DATE}

Melissa Goins, Director

Division of Family Resource and Youth Services Centers

275 East Main Street, 3C-G

Frankfort, Kentucky 40621

**RE: Funding Request Invoice**

Dear Ms. Goins:

This correspondence serves as the official invoice of the {insert name of school district} for funding for **FY{\_\_}.** The total amount of this invoice is {$ insert total invoice amount}. The district is aware that payment of this invoice shall be made in accordance with the existing contract between the Cabinet for Health and Family Services and this district.

Thank you,

{Insert Superintendent name}

Superintendent