

Sample Notification Letter

Dear <WIC Client>:

An electric breast pump was provided to you on _____ to help you give the best nutrition to your baby. Per your agreement with WIC, you were required to return the pump on _____, when you discontinue breastfeeding your baby or within 5 working days of our request for the pump, whichever comes first. WIC is requesting the prompt return of the breast pump so it may be used for another client in need of breastmilk for her baby.

We appreciate your return of the breast pump to the WIC clinic within five working days of receipt of this letter. We are happy to work with you in obtaining the breast pump. If you are unable to return the pump to the clinic promptly, please call us at _____.

Congratulations on giving your baby the best start in life and for providing other women the opportunity to do the same. We look forward to seeing you soon!

Sincerely,

<Local Agency> WIC

Sample 2nd Notification Letter

Dear <WIC Client>:

A letter was previously sent to you regarding the return of an electric breast pump that was provided to you on _____ to help you give the best nutrition to your baby. We requested that the pump be returned within five working days. We have not heard from you regarding the pump.

Per your agreement with WIC, you were required to return the pump on _____, when you discontinue breastfeeding your baby or within 5 working days of our request for the pump, whichever comes first.

We appreciate the prompt return of the breast pump to the WIC clinic. We are happy to work with you in obtaining the breast pump. If you are unable to return the pump to the clinic promptly, please call us at _____.

If the pump is not returned or we do not hear from you within five working days of your receipt of this letter, you will be required to pay WIC the dollar value of the breast pump or approximately \$600.

We look forward to hearing from you regarding this matter soon.

Sincerely,

<Local Agency> WIC

Final Notification Letter

Dear WIC Client:

Two letters have been sent to you regarding the return of an electric breast pump that was provided to you on _____. We requested that the pump be returned within five working days. We have not heard from you regarding the pump.

Per your agreement with WIC, you were required to return the pump on _____, when you discontinue breastfeeding your baby or within 5 working days of our request for the pump, whichever comes first.

We appreciate the prompt return of the breast pump to the WIC clinic. We are happy to work with you in obtaining the breast pump. If you are unable to return the pump to the clinic promptly, please call us at _____.

You are required to reimburse the program in the amount of \$600 which is the value of the benefits you received. You may contact the ITCA WIC Director at 602-258-4822 to set up a payment plan or arrange for payment to be made. If you prefer, you may send payment to the Inter Tribal Council of Arizona, Inc., 2214 N. Central Ave, Phoenix, Arizona, 85004, Attention: WIC Director or you may pay at the local agency.

Sincerely,

<Local Agency> WIC