

*Place your program logo, address, phone and fax, website information here)*

To: *(Name of Court)*

From: *(Name of Person Sending and Program Name)*

Date:

Re: Family File #

**VOLUNTEER RELEASE**

*(Check all that apply)*

\_\_\_\_\_ Effective immediately, \_\_\_\_\_ *(Volunteer Name)* \_\_\_\_\_ has been released from the \_\_\_\_\_ *(Name of Child(ren))* \_\_\_\_\_ case as a CASA volunteer.

\_\_\_\_\_ The program has assigned \_\_\_\_\_ *(Volunteer Name)* \_\_\_\_\_ as the new volunteer in the case. A new order is enclosed for court signature.

\_\_\_\_\_ The CASA Program Staff will monitor the case pending new volunteer assignment.

\_\_\_\_\_ The CASA Program requests to be removed from the case.

\_\_\_\_\_  
*(Staff Signature)*

\_\_\_\_\_  
*Date*

*(Some CASA Programs use a letter with this information.)*