

**Southbury Training School Recommendations
Formatting Guidelines**

Date:

To: Commissioner Murray, DDS

From: Name
Position (if applicable)
Organization (if applicable)

Re: STS Recommendations

[Please state your relationship to DDS and interest in this matter. To the greatest extent possible, please make your viewpoint and reasoning clear in an introduction to your recommendations.]

[For each recommendation provided below, please detail a justification or explanation.]

Recommendation 1: Rehab services & Home for wounded women's party
Justification: The services are needed in this area best

Recommendation 2: Rehab services for the elderly
Justification: The services are needed in this area

Recommendation ...: Rehab & plan to hire for homeless vets - help w/
Justification: service or assistance as needed
The services are needed in this area