

Client Progress Notification

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about your progress in the social service program.

Progress Summary:

- Service Utilization: [Details]
- Goals Achieved: [Details]
- Next Steps: [Details]

We are proud of the progress you have made and encourage you to continue working towards your goals. Please feel free to reach out to your case manager, [Case Manager's Name], at [Contact Information] if you have any questions or need support.

Thank you for allowing us to be part of your journey.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Contact Information]