

Case Acceptance Notification

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We are pleased to inform you that your case has been accepted for services by [Agency Name]. Our team is dedicated to providing you with the support and resources you need.

Your assigned caseworker is [Caseworker Name], who will be your main point of contact. They can be reached at [Phone Number] or [Email Address]. Please feel free to contact them with any questions or concerns.

Next Steps:

- Initial meeting scheduled for: [Insert Date & Time]
- Location: [Insert Location]
- Documentation needed: [List any required documents]

Thank you for entrusting us with your care. We look forward to working with you!

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[Phone Number]

[Email Address]