

Social Service Agency

Date: [Insert Date]

Dear [Client's Name],

We are pleased to inform you that your application for services with [Agency Name] has been approved. After careful consideration of your case and needs, we are ready to provide you with the support you require.

Your assigned case worker, [Case Worker's Name], will be reaching out to you shortly to discuss the next steps and outline the services you will receive.

If you have any questions or require further assistance, please do not hesitate to contact our office at [Phone Number] or [Email Address].

Thank you for choosing [Agency Name]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[Phone Number]

[Email Address]