

# Case Assignment Notification

Date: [Insert Date]

To: [Client's Name]

From: [Social Service Agency Name]

Address: [Agency Address]

Phone: [Agency Phone Number]

Email: [Agency Email Address]

Dear [Client's Name],

We are writing to inform you that your case has been assigned to a social worker. Your dedicated social worker is [Social Worker's Name], who will be your primary contact moving forward.

Please feel free to reach out to [Social Worker's Name] at [Social Worker's Phone Number] or [Social Worker's Email Address] for any questions or concerns regarding your case.

We look forward to working with you to provide the assistance and support you need.

Sincerely,

[Your Name]

[Your Title]

[Social Service Agency Name]