

Client Intake Confirmation

Date: [Insert Date]

Client Name: [Client Name]

Address: [Client Address]

Phone Number: [Client Phone Number]

Email: [Client Email]

Dear [Client Name],

Thank you for choosing [Agency Name] for your social service needs. We have received your intake application and would like to confirm your appointment.

Appointment Details:

Date: [Appointment Date]

Time: [Appointment Time]

Location: [Agency Address]

During this appointment, we will discuss your needs and how we can assist you. Please bring any relevant documents or information that may help us better understand your situation.

If you have any questions or need to reschedule your appointment, please feel free to contact us at [Agency Phone Number] or [Agency Email].

We look forward to meeting you.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Contact Information]