

New Case Confirmation

Date: [Insert Date]

Dear [Client's Name],

We are pleased to inform you that your case has been successfully registered with [Agency Name] on [Date of Registration].

Your case number is: **[Case Number]**. Please keep this number for your records as it will be needed for any future correspondence regarding your case.

A case manager will be assigned to you shortly, and you will receive further information about the next steps in the process. If you have any questions or require immediate assistance, please do not hesitate to contact our office at [Phone Number] or [Email Address].

Thank you for allowing us the opportunity to assist you!

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[Phone Number]

[Email Address]