

Service Initiation Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that your application for services with [Agency Name] has been approved. This letter serves as the official initiation of your services.

Your assigned caseworker is [Caseworker's Name], and they can be reached at [Caseworker's Phone Number] or [Caseworker's Email]. They will be your primary contact and will help guide you through the process.

We would like to schedule an initial meeting to discuss your specific needs and how we can best support you. Please contact us at your earliest convenience to arrange a suitable time.

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

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]