

Social Service Agency

Date: [Insert Date]

Recipient Name:

[Insert Recipient Name]

[Insert Recipient Address]

[Insert City, State, ZIP Code]

Dear [Insert Recipient Name],

We are pleased to inform you that your application for support services with [Agency Name] has been approved. After reviewing your request, we believe that our services will assist you in [briefly state purpose, e.g., achieving your goals, improving your situation, etc.].

Your assigned case worker is [Insert Case Worker Name]. They will be in touch to discuss the next steps and arrange an initial meeting. We are committed to providing you with the support you need, and we encourage you to reach out if you have any questions or concerns.

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

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]