Client Discharge Notification

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this letter finds you well. This is to officially notify you that your case with [Agency Name] will be closed effective [Discharge Date]. This decision comes after a thorough review of your progress and the services provided.

Over the course of our work together, you have achieved significant milestones, including [list any achievements]. We commend you for your dedication and effort in reaching these goals.

If you require further assistance in the future, please do not hesitate to reach out to us. Additionally, if you have any questions regarding your discharge or follow-up resources, feel free to contact us at [Agency Phone Number] or [Agency Email Address].

Thank you for allowing us to support you during this time.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip Code]