

Date: [Insert Date]

[Your Name]

[Your Title]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to formally conclude the assistance provided to you by [Social Service Agency Name]. Our records indicate that you have successfully met the objectives set forth in your service plan.

During our time together, we are proud to have supported you in achieving [specific goals accomplished, e.g., securing stable housing, obtaining employment, etc.]. We commend you for your hard work and dedication throughout this process.

Please be advised that while our direct services will conclude, you are encouraged to reach out to our agency for any future needs. Additionally, we can recommend other resources that may be beneficial for your ongoing support.

Thank you for allowing us the opportunity to assist you. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Social Service Agency Name]

[Contact Information]