

Social Service Agency Support Documentation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that [Client's Name], residing at [Client's Address], is currently receiving support services from our agency, [Agency's Name].

The services provided include:

- [Service 1]
- [Service 2]
- [Service 3]

Our agency is committed to providing comprehensive support to individuals and families in need, and we are dedicated to [Client's Name]'s progress and well-being.

If you have any questions or require further information, please feel free to contact us at [Agency's Phone Number] or [Agency's Email Address].

Sincerely,

[Your Name]

[Your Position]

[Agency's Name]

[Agency's Address]

[City, State, Zip Code]