

Case Management Follow-Up

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

I hope this letter finds you well. As part of our commitment to providing you with the best possible support, I am writing to follow up on your case and ensure that you are receiving the services you need.

Since our last meeting, we have made progress on the following areas:

- [Insert Progress Area 1]
- [Insert Progress Area 2]
- [Insert Progress Area 3]

It is important to us to continue to support you. Please feel free to reach out if you have any questions, or if you need assistance with any challenges you may be facing.

Additionally, I would like to schedule our next meeting to discuss your ongoing goals and any new services you may need. Please let me know your available times.

Thank you for your attention. We look forward to continuing to work with you.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]