

Social Service Agency Application Outcome

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your application to [Agency Name]. We appreciate your interest in our services and the time you took to provide the necessary information.

After careful consideration, we are pleased to inform you that your application has been [approved/denied]. [If approved, include any next steps or services to be provided. If denied, provide brief reasoning and any potential options for appeal or reapplication.]

If you have any questions or would like further information, please do not hesitate to contact us at [phone number] or [email address].

Thank you again for your interest in [Agency Name]. We wish you the best in your endeavors.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]