

Social Service Agency

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Intervention Result Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of the outcomes of the recent intervention conducted by our agency regarding your case.

Following our assessment and the subsequent intervention, we have determined the following:

- Findings: [Briefly describe findings]
- Recommended Actions: [List recommended actions]
- Next Steps: [Outline next steps for the recipient]

We appreciate your cooperation throughout this process. Our goal is to support you in achieving the best possible outcome.

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

Social Service Agency