

# Support Status Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter is to provide you with an update regarding your current status with our agency and the support services available to you.

## Status Overview

Your application for support services has been received and is currently being processed. We are in the process of assessing your eligibility based on the information you provided.

## Current Services

- Case Management: Assigned to [Case Manager's Name], who will be in touch with you shortly.
- Counseling Services: Available weekly on [Insert Days].
- Financial Assistance: Currently under review.

## Next Steps

Please ensure that you submit any outstanding documents by [Insert Deadline] to expedite your application process. Your Case Manager will reach out to discuss your situation further.

We appreciate your patience during this time. If you have any questions or need additional information, feel free to contact us at [Agency's Phone Number] or [Agency's Email Address].

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]