

Letter of Revision

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Revisions to Social Service Agency Procedures

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of some important revisions to the procedures of our social service agency that will take effect on [Insert Effective Date]. This revision aims to enhance our service delivery and improve the overall efficiency of our operations.

Summary of Revisions

- **Procedure 1:** [Brief description of the first procedure change]
- **Procedure 2:** [Brief description of the second procedure change]
- **Procedure 3:** [Brief description of the third procedure change]

Enclosed with this letter, you will find detailed documentation outlining the full scope of the procedures and the specific changes being implemented. We encourage all staff to review these changes thoroughly.

If you have any questions or require further clarification on the revisions, please do not hesitate to reach out. Your feedback is valuable to us as we strive to improve our services.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Title]
[Agency Name]
[Contact Information]