

Documentation Requirements for Social Service Intake

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

City, State, Zip: [Client's City, State, Zip]

Dear [Client's Name],

Thank you for your interest in our social services program. To complete your intake process, please provide the following documentation:

- Proof of Identity (e.g., driver's license, passport)
- Proof of Income (e.g., pay stubs, tax returns)
- Residency Verification (e.g., utility bill, lease agreement)
- Social Security Number (or proof of application)
- Any relevant medical documentation (if applicable)

Please ensure that all documents are submitted by [Insert Deadline]. You can submit your documents by mail or by visiting our office at [Insert Office Address].

If you have any questions regarding these requirements, feel free to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]