

# Referral for Social Service Intake

Date: [Insert Date]

To Whom It May Concern,

I am writing to refer [Client's Full Name], who is seeking assistance through your social services. [Client's Name] is currently facing [briefly describe the situation, e.g., financial hardship, housing instability, etc.].

Relevant details about [Client's Name]:

- Name: [Client's Full Name]
- Age: [Client's Age]
- Contact Information: [Client's Phone Number, Email, Address]
- Preferred Language: [Client's Language Preference]
- Family Composition: [Briefly describe family members and their situations]

[Client's Name] is in need of the following services:

- [Specify service needed 1]
- [Specify service needed 2]
- [Specify service needed 3]

Please find attached any relevant documentation to support this referral. I recommend scheduling an intake appointment at your earliest convenience to discuss [Client's Name]'s needs.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me at [Your Contact Information].

Sincerely,

[Your Full Name]

[Your Title]

[Your Organization]

[Your Contact Information]