

Welcome to Our Social Services Agency

Dear [Client's Name],

We are thrilled to welcome you to our community! Thank you for choosing [Agency Name] as your partner in achieving your social service goals. We are here to support you every step of the way.

Orientation Details

We invite you to attend our orientation session on [Date] at [Time]. This session will be held at our office located at [Address]. During this session, you will learn more about the services we offer, meet our dedicated team, and have the opportunity to ask any questions you may have.

Our Services

At [Agency Name], we provide a range of services including:

- Case Management
- Counseling Services
- Resource Referrals
- Support Groups

Contact Us

If you have any questions prior to the orientation, please do not hesitate to reach out to us at [Phone Number] or [Email Address]. We are here to help you!

We look forward to working with you and supporting you on your journey.

Warm regards,

[Your Name]

[Your Position]

[Agency Name]