

Notification of Changed Circumstances

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Social Service Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Agency Contact Name or "To Whom It May Concern"],

I am writing to inform you of a change in my circumstances that may affect my case with your agency. As of [Date of Change], I have experienced the following changes:

- [Briefly describe the change, e.g., change of address]
- [Describe any relevant details, e.g., new income, family status, etc.]

Please update my records accordingly. If you require any further information or documentation, feel free to contact me at the phone number or email provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]