

# Formal Notification of Child Welfare Concerns

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally notify you of concerns regarding the welfare of [Child's Name], a child under my observation/care, who is currently residing at [Child's Address or School Name].

Over the past [duration], I have observed the following concerning behavior or situation:  
[Describe the specific issues or observations in detail].

These concerns have led me to believe that [Child's Name] may be in need of immediate attention or support. I believe it is essential to ensure that the child's well-being is prioritized, and appropriate measures are taken to provide assistance.

I kindly request that you take the necessary steps to address these concerns and, if appropriate, conduct an assessment or intervention regarding [Child's Name]'s welfare.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need further information or wish to discuss this matter in more detail.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]