

# Service Coordination Assessment Letter

**Date:** [Date]

**To:** [Recipient's Name]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about the upcoming service coordination assessment scheduled for [Date of Assessment]. This assessment aims to evaluate your current needs and ensure that you are receiving the appropriate support services.

Please find below the details of the assessment:

- **Date:** [Date of Assessment]
- **Time:** [Time of Assessment]
- **Location:** [Location of Assessment]

It is important for you to attend this assessment, as it will help us coordinate your services effectively. Should you have any questions or if you require assistance prior to the meeting, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter. We look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]