

Case Closure Notification

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to inform you that your case with [Name of Social Services Agency] has been officially closed as of [Closure Date]. This decision has been made following our recent review of your progress and circumstances.

Throughout our engagement, we appreciate your cooperation and efforts in working with us. We have seen positive developments in your situation, and we are confident in your ability to continue these efforts independently.

If you have any questions regarding the closure of your case or require further assistance, please do not hesitate to reach out to us at [Phone Number] or [Email Address].

Thank you for allowing us to support you during this time.

Sincerely,

[Your Name]

[Your Title]

[Name of Social Services Agency]

[Contact Information]