

Update on Family Circumstances

Date: [Insert Date]

To: [Social Services Agency Name]

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]

Dear [Social Worker's Name],

I hope this message finds you well. I am writing to inform you of recent changes in our family circumstances that may be relevant to our ongoing case.

As of [insert date], the following changes have occurred:

- [Change 1 -- e.g., "We have moved to a new address: [New Address]."]
- [Change 2 -- e.g., "There has been a change in employment status: [Details]."]
- [Change 3 -- e.g., "A family member's health status has changed: [Details]."]

Please let me know if you need any further information or documentation regarding these changes. I appreciate your assistance and understanding as we navigate these circumstances.

Thank you for your attention to this matter.

Sincerely,

[Your Name]