DATE

CLIENT

ADDRESS

Dear Client,

I am writing to inform you that your case with Inala Community House Family Intervention Service (FIS) is at risk of closure due to lack of engagement. As I discussed in our initial meeting, I am required to work with families for up to 5 hours per week and will review your case if I haven’t met with you or had contact in over two weeks. To work intensively and achieve case goals, we must commit to meeting at least once a week and maintain regular contact outside of these times.

If you would like to continue working with FIS and can commit to intensive work, please contact me on my mobile number 04 XX. If we don’t hear from you by DATE - 7 BUSINESS DAYS, we will be closing your file and you will no longer be engaged with our service.

We hope you are well and look forward to hearing from you.

Kind Regards,

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Case Worker

Family Intervention Service

Inala Community House