DATE

CLIENT NAME

ADDRESS

Dear \_\_\_,

I am writing to inform you that your case with Inala Community House Family Intervention Service has been closed due to: a lack of engagement/case plan goals being achieved/etc.,. You will no longer be contacted by Inala Community House, and should you wish to re-engage with our service in the future, you can discuss the possibility of another referral with your Child Safety Officer.

You may wish to consider linking in with our Family Support Worker, Mary Prickett on 0422 231 527 for support in the future and opportunities to be involved in community-based activities. I would also encourage you to xxxxx (other services to remain linked with for support).

We wish you all the best.

Kind Regards,

CASE WORKER NAME

Case Worker

Family Intervention Service

Inala Community House