

Section 9 / Part 8

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## **Example Letter**

Use 10 days prior to closure letter when the counselor has been unable to contact the client directly. Use with Status 26 Client Report. See Section 8 / Part 41.

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*Local office letterhead*

Dear \_\_\_\_\_:

I'm pleased to learn that you are still working at \_\_\_\_\_ and that your job is going well. According to our records, you have been employed there since \_\_\_\_\_. You are earning \_\_\_\_\_ an hour and working \_\_\_\_\_ hours a week.

I have tried to contact you numerous times in recent weeks to discuss closure of your case, but I have not been able to talk with you. Please complete the enclosed form and return it to me. If I do not hear from you by \_\_\_\_\_ (DATE in 10 days), I will assume that your employment continues to go well. I will also conclude that you are satisfied with your job and that you do not need additional services. Once \_\_\_\_\_ (DATE) has passed, I will send you a letter to officially close your case.

If you have any questions, please contact me at \_\_\_\_\_. Thank you, and best of luck to you in all your future endeavors.

Sincerely,

*Counselor's Name*

Enclosure: Status 26 Client Report Form

cc: RS Regional Program Administrator