

Official Social Services Referral Template

Subject: Referral for Social Services Assessment

Dear Social Services Department,

This formal referral is submitted for [Individual/Family Name] who requires immediate assessment for social services. The current situation involves [detailed circumstances requiring intervention].

The individual/family has been [brief background]. Current living conditions include [housing situation]. Income sources are [employment/benefits status]. Children in the home are [ages and any special needs].

Immediate concerns include [safety/welfare issues]. The referred party has [consented/been informed] of this referral and understands the process ahead.

Priority should be given to this case due to [urgency factors]. All relevant documentation is attached for your review.

Thank you for your prompt attention to this matter.

Officially submitted,

[Your Name]

[Title/Agency]

[Case Number if applicable]

[Contact Information]

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