Add Agency Letter Head

Dear ……………………………….

I am writing to you because I am concerned that

* *e.g. \*name of child/children\* has not been seen since date…/ or*
* *I have not had a response from you to my request to meet with you and \*name of child/children\* /or*
* *You have not kept our appointments etc.*

As you are aware, I have been trying to contact you in order to …

I have attempted to contact you by *e.g. letter/telephone/visits made to your home.*

As I have not heard from you, I remain concerned for *\*name of child/children\** well-being.

I have spoken to other professionals who know you or your *child/children* and I am letting you know that we will now be calling a meeting of all professionals who have been involved with you who can provide information to the meeting about your family. I am doing this in accordance with requirements of statutory guidance (Working Together 2023) as I have a duty to share information with other professionals if I am concerned about the well-being and safety of a child. The members of this meeting will share information about your family and decide how we ensure that *\*name of child/children\** is seen and that their needs are being met.

You will be informed of the date of the meeting and its outcome.

I would still like to talk to you about … and any support you need or particular problems you may be facing. I therefore urge you to contact me *(or an alternative person)* by *date…*

Yours sincerely