**Date**

**<Sal> <First Name> <Surname>**

**<Email address> or**

**<Street address>**

**<SUBURB> <STATE> <POSTCODE>**

Dear <Name>

Child Safety received concerns about your [child/children], [insert name/s] on [insert date]. The concerns relate to [insert details].

The following attempts have been made to contact you in relation to these concerns:

* xxx
* xxx

This letter is to advise you that Child Safety has now finalised this matter and has recorded the outcome ‘No assessment completed’ because [insert reasons].

As a result, Child Safety will have no further contact with your family at this time.

If you have any further concerns or questions or think a referral for support would benefit your [child/children/family], please contact me [Name] on [number] and I can recommend support services that may be able to assist your family.

Alternatively, you can contact the local Regional Intake Service on [insert phone details] or by email [insert email address].

Yours sincerely

Name

Position

**xxxx Child Safety Service Centre**

**Department of Families, Seniors, Disability Services and Child Safety**