

(Insert Date and use Regional Letterhead)

Mr./Mrs.  
Address  
City, State, Zip

RE: Name of involved adult

Dear Mr./Mrs.

Adult Protective Services with the Department for Children and Families (DCF) has received a report of possible abuse, neglect and/or exploitation regarding the above named individual(s) and I am conducting an investigation. You have been identified as an alleged perpetrator. DCF has the responsibility (KSA 39-1430 through KSA 39-1442) to conduct an investigation and make a decision, or finding, regarding these allegations. Enclosed please find the brochure "*What happens if you are accused of abuse, neglect, exploitation, or fiduciary abuse of an adult*" (PPS 10240) which will answer some questions you may have.

You will have an opportunity to discuss these allegations with me. I have scheduled an appointment for **(Insert date/time)** at the **(Insert local office)** DCF office, located at **(Insert address)**. Should you have any conflicts with this appointment, please call me at **(Insert phone number)** to reschedule by **(insert date)**. If I am unavailable, please leave a message with a daytime phone number where you may be reached. After two unsuccessful attempts to conduct a scheduled interview with you, I must conclude this investigation without your input.

