

Use regional letterhead

Name
Date
Address
City, State, Zip

RE: Adult Protective Service Assessment

Dear Mr./Mrs./Ms.

This is to advise you that your Adult Protective Services assessment has been completed effective (**Insert date case is closed**). If there is an open service plan, the case will remain open to monitor completion of service plan tasks.

Closing your Adult Protective Services assessment has no effect on any other services you may be receiving or may apply for in the future.

If you have questions, please feel free to contact (APS Specialist's name) at (APS Specialist's phone number). If not available, please leave a message.

Sincerely,

(APS Specialist's name)
APS Specialist

