

Use regional letterhead

Date

Mr./Mrs./Ms.

Address

City, State, Zip

RE: Adult Protective Service Investigation

Dear Mr./Mrs./Ms.

This is to advise you the Adult Protective Services investigation has been completed as of (date). The finding of the investigation regarding (insert allegation) was (substantiated/unsubstantiated).

Completion of the Adult Protective Services investigation 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 phone number). If not available, please leave a message.

Sincerely,

APS Specialist

