

Use regional letterhead

PPS 10204a
July 2020

Date

Mr./Mrs./Ms.

Address

City, State, Zip

RE: Adult Protective Service Investigation

Dear Mr/Mrs./Ms.

This letter is to inform you that the allegation of (Enter allegation), that was previously discussed with you has been changed to (allegation), to better reflect the concerns in the investigation. I have enclosed the pamphlet that explains your rights regarding the APS investigation.

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

Respectfully,

Adult Protective Services Specialist

cc: file

☐ Enclosure PPS10208 pamphlet

☐ Enclosure PPS10240 pamphlet