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