People  Cumbria House  117 Botchergate  Carlisle  Cumbria  CA1 1RD  
T: 01228 226633

Date:

Our reference:

ADDRESS LINE 1

ADDRESS LINE 2

ADDRESS LINE 3

ADDRESS LINE 4

ADDRESS LINE 5

ADDRESS LINE 6

To whom it may concern

**RE: [CHILD’S NAME]**

We have received your referral for the above child. It has been determined that a Child & Family Assessment is required. However at this time, due to capacity issues, there is no availability to allocate the case. Therefore a visit will be undertaken by a duty worker who will address the issues and speak to the child.

A social worker will be allocated as soon as is possible and you will be informed of this. In the meantime if there are any issues of concern can you contact the duty team to discuss on 01228 226633.

Yours sincerely

[TEAM MANAGER NAME]

Team Manager