

[insert organisation name/logo]

## Sample Letter of Offer - Service Entry

[insert applicant name]  
[insert address]

[insert date]

Dear [insert applicant name]

We received an application for entry to [insert program] for you.

I am pleased to inform you that you have been recommended for entry into [insert program] at [insert address].

[insert Support Worker's name], a Support Worker with [insert organisation name], will organise a meeting with yourself, [insert applicant name], other family members and [insert relevant people, eg existing service provider] to discuss the type of support you would like.

The aims of the meeting are:

- for you to indicate that you consent to [insert organisation name] providing you with support
- for you to tell us more about what you need,
- for us to begin to get to know each other,
- for us to let you know more about what to expect from [insert organisation name]
- for us to find out if there is anyone you would like us to share your personal information with.

Please find attached a letter for you to consider, sign and send back to us indicating whether or not you accept this offer of support. Please sign and return the attached letter within [insert number of] days from the date of this letter. If [insert organisation name] does not receive a reply within this period, this will mean that you have declined the offer and the place will be offered to another person.

Should you decide to decline this offer of support, please provide the reasons in the space provided. Information that you provide may be used to assist us meet your support needs.

If you have any questions concerning this letter, please contact [insert staff name], [insert position], [insert contact number] .

Yours sincerely

[insert staff name], [insert position],  
[insert address].