Agency Letterhead

Date:

Case Number:

Dear      ,

A report of       has been received in which you were listed as an interested party. Attempts to reach you by phone to discuss this incident have been unsuccessful. This letter is being sent to check on your well-being.

I understand that you may have questions related to this report and welcome an opportunity to discuss this with you in detail. I also understand that it may be helpful to connect you with support services for those impacted by criminal events. Our agency partners with several agencies in the community, and I can help make those connections for you.

Please feel free to contact me if you need any assistance or have any questions. I can be reached at (     )      -     , and my typical work hours are      -     ,      -     .

Sincerely,

Agency Name

Position Title