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| **Please ask for:** | **Phone:**  **Mobile:** |
| **Our ref: Letter** | **Fax:**  **Email:** |
| **Your Ref: Letter** | **Date:** |

Dear

I am a social worker working in Gloucestershire County Council. I am working with a child who we believe to be in your family and have been given your name and address by the (add generic title of the relative – mother/father/cousin).

As the social worker for this child, It is necessary to ensure that all reasonable efforts are made to place this child within his/her family if it is decided that the child cannot live with his/her parents. I am therefore contacting you in order to ask whether you think you could help the child believed to be in your family in any way.

It is extremely important that I speak to you as soon as possible and I would be very grateful if you could contact me on the telephone number above by (*add date in 2 weeks time only).* I will be able to discuss the matter in more detail with you when you make contact.

If I do not hear from you by ….., it will be considered that you do not wish to be assessed to care for the child.

It is very important to be aware that one possible outcome is adoption outside of the family. This would permanently remove the child/ren from your family.

I look forward to hearing from you by the date above and thank you in advance for your help in this matter,

Yours sincerely