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

Dear

I write to confirm that I have completed an assessment upon you, the outcome of which is unfortunately negative. I enclose a copy of that assessment and I would ask that you read through the same carefully*.* If there is any information contained within the assessment which is factually incorrect then please raise this immediately with me. You will see from my conclusion the reasons I feel you are not suitable to care for (*name of child*) .

I would also stress that this report is private and confidential and should not be shown to any third party, save for any solicitor you instruct.

You might wish to challenge my report and for this reason I would advise that you seek independent legal advice on future options available to you. I therefore attach a list of local family solicitors that you may wish to contact for assistance.

Your Solicitor will be able to advise you further on your options.

***(If in proceedings*) If you wish to be considered further then you must apply to the court by (*date on the CMO*) and no later. I would advise that the matter is listed before the Family Court at (Gloucester/Bristol) and the case number is (*insert case number*). The Court may not consider any applications made after this date.**

You are also able to make a complaint to the Complaints Officer of the Local Authority if you feel that your assessment has been handled inappropriately in any way.

Yours sincerely