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|  | Date: | 09 June 2021 |
| Your Reference: | [Surname] Fostering Assessment |
| Our Reference:  | [Mosaic ID Number] |
| Enquiries to: | [Assessing Social Worker] |
| Section: | Fostering Service  |
| Tel: | [Business Support’s Tel] |
| Email: | [Business Support’s Email] |

Recipient address line 1

Recipient address line 2

Recipient address line 3

Recipient address line 4

Dear [INSERT NAME],

**Single Applicant:**

**Re:** [NAME OF APPLICANT]

The above person has made an application to become a foster carer for South Gloucestershire Council and has given me written permission to contact you in regard to this. A letter was originally sent to you on DDth MONTH YEAR asking for a reference in support of this fostering application.

**Joint Application:**

**Re:** [NAME OF APPLICANTS]

The above persons have made an application to become foster carers for South Gloucestershire Council and have given me written permission to contact you in regard to this. A letter was originally sent to you on DDth MONTH YEAR asking for a reference in support of this fostering application.

**EMAIL OPTION**

If you have already completed and returned the enclosed form sent on DDth MONTH YEAR, please ignore this letter. If you do not wish to complete a reference, I would be very grateful if you inform me of that decision by emailing: ics-cahbusinesssupportbmr@southglos.gov.uk

**POSTAL OPTION**

If you have already completed and returned the enclosed form sent on DDth MONTH YEAR, please ignore this letter. If you do not wish to complete a reference, I would be very grateful if you inform me of that decision by emailing: ics-cahbusinesssupportbmr@southglos.gov.uk

Thank you in anticipation of your help with this matter.

Yours sincerely,

p.p. [Business Support Worker]

Fostering Service

South Gloucestershire Council