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| tel: |  |
| ask for: |  |
| email: |  |
| fax: |  |
| our ref: |  |
| your ref: |  |
| date: |  |

Dear [name]

**Re:**  [name(s) of child(ren)] **DOB: []**

I am writing as you were told I would, when you spoke to [name of social worker] on **[insert date of last interaction]**. As you are aware, Kent County Council is extremely worried about your care of [name(s) of child(ren)]. We told you about these main concerns in **[reference to the Letter before Proceedings / PPM / child protection case conference / any social work meeting].**

We have tried to work with you to help you improve your care of [name(s) of child(ren)] but unfortunately things have not changed. We are writing to tell you again that we will be going to Court to try and make sure [name(s) of child(ren)]is/are safe. You will soon receive a copy of our application to the Court and other important documents, which set out the key issues.

We would urge you, if you have not done so already, to get advice from a solicitor. We have sent with this letter a list of local solicitors who specialise in work with children and families. They are not part of Children’s Services (Social Services).

Your solicitor will need to know that the solicitor dealing with this case for Kent County Council is [name of solicitor]. His/her address is:

Yours sincerely,