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| **Children’s Services** |  | |
| **Jo Fisher: Director of Children’s** |  | |
| **Safeguarding and Specialist Services** |  | |
| **PRIVATE & CONFIDENTIAL**  **ADDRESSEE ONLY** |  | |
|  | **0 – 25 Together** | |
| Children’s Services | |
| Hertfordshire County Council | |
| Farnham House | |
|  | **Six Hills Way** |
|  |  | **Stevenage** |
|  |  | **Hertfordshire** |
|  |  | **SG1 2FQ** |
|  |  | **Tel: 0300 1234043** |
|  |  |  |

Dear, XXXX

**Re: (young person’s name)**

This letter confirms that your child is being moved from the Short Break Review Team, to the Locality Team/Preparing for Adulthood Team [Delete as necessary].This is due to a significant change in their circumstances and/or due to significant change in their presenting needs.

Please note that because your child is no longer in the Short Break Review Team, a reassessment of your child’s needs will be completed, and reviews and home visits will take place more frequently. Your child’s newly allocated worker will be in touch to arrange a home visit.

In the meantime, should you have any queries please call us on [please include relevant contact details here]

Yours sincerely

**Name**

**Designation.**