

**CONFIDENTIAL**

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| --- | --- | --- | --- | --- | --- |
| Date: |  | Our Ref: |  | Your Ref: |  |

Dear

My name is (…………………..) and I am the Service Delivery Manager for (……………). I am writing to you as I have been told that you did not attend the first Letter Before Proceedings meeting that your children’s Social Worker had arranged. It is important that you do come to the next meeting as we would like to work with you to try and avoid court proceedings being initiated by the local Authority. If you do not attend the second meeting then the Local Authority will have to think about whether we can work in co-operation with you.

This will mean reviewing the decision not to start court proceedings.

In order to avoid this can you contact the children’s Social Worker within the next five days for a further date to be fixed.

Yours sincerely

**Nick Bennison  
Service Delivery Manager  
Child Protection & Family Support**