**Name**

**Address line 1**

**Address line 2**

**Postcode**

**Dear**

**RE: One Point Closure**

**I am writing to confirm that you and your family are now closed to One Point. This is because**

**Options:**

* **You (and the Team Around the Family members – where appropriate) have agreed to this**
* **You and your family have made really good progress in (list outcomes family have achieved in family friendly language) and One Point have completed their work with you**
* **One Point have not been able to contact you – include what attempts to contact family have been made.**
* **You have told us you do not want any (more) support from One Point at this time.**

**If you would like to discuss any support you feel you and your family may need now or in the future, please call First Contact on XXXXX**

**(If applicable) We have included a copy of your Family Plan as a reminder of what to do if things get tough or tricky and would like to remind you that you can contact**

**For example…**

**School Nurse, health visitor, teacher, boss of the plan, etc.**

**May I take this opportunity to wish you all well for the future. If you wish to leave feedback on our service, there is an online link to our parent/carer surveys and young people’s surveys at** [**www.durham.gov.uk/childrensservicesfeedback**](http://www.durham.gov.uk/childrensservicesfeedback)

**Kind Regards.**

**Name**

**Role**

**One Point Service**

**Tel:**

**Mobile:**

**CC: please ensure all people CC’d are recorded here**