Our Ref: Telephone No:

Date:

Dear [parent full name(s) and all people with parental responsibility]

**Re: Durham County Council Children’s Services Concerns about [insert children’s names] – Letter advising of intention to issue care proceedings.**

I would first like to introduce myself; my name is [insert name], I am a [insert title] for Durham Local Authority. I am writing to tell you that we are going to make an application to Court so that a Judge can help decide what is best for [children names].

The children’s social worker will have spoken to you about the worries and the plan to make sure that [insert names] are safe.

I know this will be a difficult letter to read and that going to court may feel frightening.

I would urge that you take this letter to a solicitor, they will be able to advise you about your rights and your options.

You will soon receive a copy of our application to the Court and other important documents, which set out the key worries and reason we are making the application to court.

Yours sincerely