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| SENT BY (RECORDED DELIVERY/BY HAND) | **Your ref:**  **Our ref:**  **Enquiries to:**  **Email:**  **Tel direct:**  **Date:** |

Dear *(parent and/or full name(s) of all people with parental responsibility)*

**Re: Northumberland County Council Concerns About *(insert name(s) of child)***

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 Northumberland 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 Proceeding/child protection case conference/any social work meetings)*.

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 that we will be going to court to try and make sure *(name of child)* is 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 enclosed 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).

Yours sincerely

Team Manager

Local office/service

cc Social Worker (name)

Local Authority in house Legal Team

Enc List of Law Society Children Panel Solicitors