February 15, 2018

Ms. Jane Doe

1234 Abc Dr.

Buffalo, New York 14214

Dear Ms. Doe:

I realize that it has been some time since you have received any services from us.

I am writing to inquire whether you are still interested in receiving assistance. If you are, please contact me within ten (10) business days of receiving this letter at (716) 836-0822 Ext \_\_XXX\_\_, Monday through Friday between 8:30 am and 5 pm.

If you are not currently interested in receiving services but in the future realize that you need additional help, please do not hesitate to contact our intake office at extension 126, as we are always here to assist you.

Sincerely,

\_\_\_\_\_\_Name\_\_\_\_\_\_

\_\_\_\_\_\_Position\_\_\_\_\_\_