

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a social worker assessment for [Client's Name], who is currently experiencing [brief description of the situation or concerns].

The purpose of this assessment is to [explain the purpose and any relevant details, such as how the assessment will aid the client or family].

Please let me know the necessary steps to facilitate this process or if there are any forms or documentation required. I look forward to your prompt response in addressing this important matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]