

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Social Worker's Name]  
[Agency/Organization Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Social Worker's Name],  
I hope this letter finds you well. My name is [Your Name], and I am seeking consultation regarding [briefly state your reason for consultation, e.g., a specific case, family support, community resources, etc.].

[Provide a brief overview of the situation, including any relevant details and context that may assist the social worker in understanding your needs.]

I would greatly appreciate your guidance and expertise on this matter. I am particularly interested in discussing [mention specific questions or topics you would like to cover during the consultation].

Please let me know your availability for a meeting, either in person or virtually, at your earliest convenience. Thank you for your time and consideration.

Sincerely,  
[Your Name]