

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, ZIP]

Subject: WDAP Letter for Case Management

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you regarding the case management of [Client's Name], who has been under my care since [Start Date].

****Background Information:****

- Client's Name: [Client's Name]
- Date of Birth: [Client's DOB]
- Case Number: [Case Number]
- Referral Source: [Referral Source]

****Current Status:****

[Brief summary of the client's current status, needs, and challenges.]

****Goals and Objectives:****

- Short-term Goal: [Describe the short-term goal]
- Long-term Goal: [Describe the long-term goal]

****Interventions Applied:****

[List interventions or strategies that have been utilized to support the client.]

****Recommendations:****

[Outline any recommendations for further action, additional resources, or collaborations necessary to achieve the set goals.]

I appreciate your support and collaboration in ensuring the best outcomes for [Client's Name]. Should you need further information or wish to discuss this case in more detail, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]