

Letter to Home Authority

This letter should be sent to the Child Protection Unit/Safeguarding Unit of the relevant authority

To Whom It May Concern

Re: - *name, dob, home address of child/children*

Parents Details and/or details of any others with Parental responsibility

I am writing to confirm that the above name child/children are resident in the Bolton area, current address insert *child current address* and that Staying Safe are assessing this as a Private Fostering Arrangement.

Please update your records to reflect this information and where possible please provide any relevant information in relation to this child, their parents or any other individual with parental responsibility.

Should you require any additional information please do not hesitate to contact me at the above.

Yours sincerely

Social worker details