[*Address line 1*]

[*Address line 2]*

[*Address line 3*]

Dear [*«GreetingLine»]*

I am writing about your Home Support Assessment by **[***insert assessor’s name***]** from the [*name of RAS region*] Regional Assessment Service (RAS) on [*date*].

During your assessment we discussed your concerns and set goals around [*insert here: e.g. greater involvement in the community; assistance with housework].*

To help achieve your goals, with your consent, I have made the following referrals to your chosen service providers:

|  |  |
| --- | --- |
| Type of Service andOther Information Provided | Referrals made to Service Providers  |
| *[e.g. Domestic assistance]* | *[Provider name, suburb]* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

When a referral is accepted by a service provider, they will contact you directly to arrange a start date for the service, and to answer any questions you may have about your care.

If you would like to discuss your goals or referral/s, or need any further information please phone me at the [*name of RAS region*] Regional Assessment Service on [*insert phone number*].

Yours sincerely

[*insert assessor’s name*]

Home Support Assessor

Regional Assessment Service



*NSW Health Regional Assessment Service is an independent contractor to the Australian Government Department of Social Services for the provision of Regional Assessment*