

Your Name
Your Address
Your Telephone Number

Date

Children Leeds

Dear

Common Assessment Multi Agency Review Meeting on behalf of <child/young persons name>

As agreed, invitations are being sent to the practitioners we identified to attend <child/young persons name> review meeting on <date, time> at <venue> . The meeting will focus on how successfully <child/young persons name> needs have been addressed by the services involved in the multi-agency plan.

<Insert chairs name> will be chairing the meeting on your behalf, so if you wish to discuss any issues please contact <Chairs Name> on <Chairs contact phone number>.

I look forward to seeing you at the meeting.

Yours sincerely

CAF Practitioners Name