

<practitioner's name>
<practitioner's address>
<contact number>

<date>

Dear Colleague

Common Assessment Review Meeting on Behalf of
<child name, d.o.b>
<time, date & venue of meeting>
CAF Reference Number

I would like to invite you to the common assessment review meeting for the above child/ren.

The meeting will focus on how successfully <child's name> needs have been addressed by services involved in the multi-agency plan.

Please could you contact <practitioner's name & contact number> to confirm who will be attending the meeting. If you cannot attend the review meeting please contact me with details of your interventions / progress to date.

Yours sincerely

<practitioner name>
<job title>