

*Date*

 Dear

**Re: Preparing for Life Programme**

I hope everything is going well for you and your family. I’m writing to you as there have been many visits that did not go ahead.

As you will remember from our first meeting, we agreed to make ourselves available to engage and participate in monthly visits.

Our last visit took place on xx/xx/xx, and since then, there has been difficulty in going ahead with a visit. We completely understand if this is not a good time for you and your family to participate in the Preparing for Life programme. If this is the case, there are a couple of options we can offer you: we can pause the programme for some time and review it at an agreed time, or we could extend the frequency of visits to every 6-8 weeks instead of once a month if that is more preferred.

We also understand that personalities can sometimes differ; please let us know if you’d like to discuss working with a different team member. I am happy to discuss this with you, or if you would prefer, you can discuss it with the Home Visiting Co-ordinator, Eva Mills,

If you want to continue participating in the Preparing for Life programme or feel it is no longer suitable, please let us know. If your circumstances change, you are welcome to rejoin the programme.

Kind regards,

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Home Visitor: XXX XXXXX

Direct line: XXX

Mobile: 087 XXXXXXX