Dear Parent/Carer/Child Safety Officer

Re: <Initials>

DOB:…………………………………

**Notification of a case conference and follow-up appointment request**

This is a courtesy letter to inform you that a recent case conference was held so that the health team could discuss the health care needs of your child and develop a health management plan.

Participants of case conference:

*Insert names*

Please book an appointment with the GP to discuss the outcomes from the case conference.

Kind regards,

Signature:

<Doctor x>

Date: