

BIAN - Sample Referral Cover Letter

Note that most service may have a referral form that they use for referrals. In such circumstances, it will not be necessary to complete a referral letter.

(Print letter on company letterhead or standard paper)

Date

To _____

Re: Service user's full name, D.O.B and address if appropriate

I have worked with *(name of service user)* in the capacity of ... *(state if you are the Case Manager, if not state your role and which agency in acting in this case management role).*

I am aware that ... *(service user's name)* feels that they would benefit from *(outline what they hope to achieve as a result of the referral and why you think this would be a benefit to them. It is useful here to underline that this is the service user's statement, but one that you support)*

A care plan is in place ... *(briefly describe successes achieved so far, and how the referral is consistent with care).*

As a referral service we are happy to *(describe the continues support you can provide to the service user should be worked with by this agency, if you are not in a position to continue working with the individual this should be stated).*

Yours faithfully,

Name

Position