Agency Letterhead

Date:

Case Number:

Dear      ,

A report of       was received and assigned for review. Attempts to reach you by phone have been unsuccessful. This letter is being sent to inform you that the status of the case has been changed to      .

The following personnel have been assigned as part of the review process:

|  |  |
| --- | --- |
| , Investigator  Phone:  Email: | , Victim Services  Phone:  Email: |

We understand that you may have questions related to this change in status, and we welcome an opportunity to discuss this with you in detail.

We know that being impacted by crime can cause fear, anger, and confusion about the criminal justice process. Our victim services personnel can assist you in a variety of ways, at no cost. Services include crisis intervention, referrals to community agencies, assistance with exercising your rights as a crime victim, assistance with establishing personal safety, and help completing Crime Victim Compensation applications. In addition, victim services personnel can provide educational and emotional support throughout the criminal justice process.

Please feel free to contact either person listed above for more information.

Sincerely,

Agency Name

Position Title