



Knowsl@y Council



Date.....

Dear

I am writing to inform you that the child/ren named below are moving/have moved into your area/have now left your area (please delete as appropriate).

Child/ren Name.....

DOB.....

Address.....

The child/ren are known to Knowsley MBC because..... (please give brief description of involvement)

Please see the enclosed statutory notification form.

The social worker responsible is onat.....

I would be most grateful if you could write and confirm receipt of the enclosed information.

Yours sincerely

Team Manager