Date:

RE:

DOB:

To Whom It May Concern:

We received the referral regarding the above individual. We have attempted contacting them and left messages to return our calls. We, unfortunately, never heard back.

We are appreciative of your referrals and wanted to make you aware of this referral status. Of course, if the family does call back, we will certainly inform you of their referral status and how the family proceeds.

If you have any questions, be sure to give us a call.

Sincerely,

Southern Plains Behavioral Health