

(Insert Date)

Mr./Mrs.
Address
City, State, Zip

RE: Name of involved adult

Dear Mr./Mrs.

Adult Protective Services with the Department of Social and Rehabilitation Services (SRS) has received a report of possible abuse, neglect and/or exploitation regarding the above named individual(s) and I am conducting an investigation. You have been identified as an alleged perpetrator. SRS has the responsibility (KSA 39-1430 through KSA 39-1442) to conduct an investigation and make a decision, or finding, regarding these allegations. Enclosed please find a brochure which will answer some questions you may have.

You will have an opportunity to discuss these allegations with me. I have scheduled an appointment for **(Insert date/time)** at the **(Insert local office)** SRS office, located at **(Insert address)**. Should you have any conflicts with this appointment, please call me at **(Insert phone number)** to reschedule by **(insert date)**. If I am unavailable, please leave a message with a daytime phone number where you may be reached. If you choose not to keep, or reschedule this appointment, I will conclude this investigation without your input.