**Template: Foundry Works! Service Hold Letter**

[Insert date]

Dear [Insert name],

We are sending you this letter as we would like to speak with you about your involvement with the Foundry Works! program. Despite our attempts to reach out to you three times in the last month, we have not been able to meet with you.

We would like to continue to provide employment, mental health and other supports to you, but in order to do this we need to be able to reach you through individual and/or group sessions. These expectations were reviewed with you when you signed up for the Foundry Works! program.

We understand that motivation to work comes and goes. At this time, you have been removed from our list of active clients. If you would like to reconnect with our services, please contact the Foundry Works! [Insert role and name], as you did when first applying to the program. [Insert name] can be reached at [Insert phone number and email].

It was a pleasure working with you, and I hope you consider reconnecting if you need the support.

Best regards,

[Insert name]

[Insert title]