

Dear

I hope you are doing well during this challenging time. My name is _____ and I have been assigned as your primary guide throughout treatment. I am writing to inform you that I have been unable to reach you with our available contacts. This could mean we are trying to reach you on an outdated phone number, or that you have decided you no longer desire services at Rainbow Treatment Center. If you would still like to receive services, please contact Rainbow Treatment Center at 928-338-4858. If you do not respond, on or before _____ we will formally discharge you from services with Rainbow Treatment Center. We will cease to contact you and close your case and notify your referral source. I look forward to connecting with you soon.

Respectfully,

Primary Guide