



Building a community that values, empowers and supports seniors, adults with disabilities and their caregivers.

Date:

Dear

My name is _____ and I work at the Aging and Disability Resource Center of Brown County (ADRC). I received a referral from _____ on _____ expressing your interest in learning about resources and services that may help you live as safely and independently as possible in your home and community.

I'm mailing this letter to you to let you know that I'll be calling you, within a week of receiving this letter, to discuss your situation and how we may be able to help. With so many scam phone calls experienced today we thought it helpful to let you know in advance of my call so you know we are a legitimate organization serving older adults in Brown County.

If I miss you when I call feel free to reach out to me directly at (920)448-_____ as our office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. I look forward to talking with you.

Thank you.

Information and Assistance Specialist
Aging & Disability Resource Center of Brown County

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