{{ name }}

{{ address }}

{{ email }}

Date: {{ now() }}

{{ recipient\_name }}

{{ recipient\_address }}

**Re: Formal Request for Reassignment of CAS Worker**

To Whom It May Concern,

I am writing to formally request the reassignment of our current caseworker, *{{ current\_worker\_name }}*, under the authority of the Child and Family Services Act (Northwest Territories) in NT.

This request is made in good faith due to the following concerns and circumstances:

{{ description\_of\_concerns }}

I believe that continuing to work with the current assigned worker may compromise the integrity of our case and is not conducive to a respectful or constructive working relationship. It is in the best interest of all parties, especially the child(ren) involved, that a new worker be assigned who can approach this case with impartiality and professionalism.

Please confirm receipt of this request and provide written acknowledgment of next steps within 5 business days.

Sincerely,

{{ name }}

{{ email }}