

TEMPLATE 7 – Notice to Adult

**(Adult's name and address)**

Dear Mr/ Mrs. Ms.....,

**ADULTS WITH INCAPACITY (SCOTLAND) ACT 2000 INTERIM(\*delete) GUARDIANSHIP ORDER**

I am writing to give you notice under Section 76(3) of the Adults with Incapacity (Scotland) Act 2000 that as your habitual residence has changed to **(address within HC)**, I as Chief Social Work Officer of The Highland Council am now your Guardian. **(Name / designation / address of officer/ contact telephone number)** is the officer responsible for carrying out the functions and duties of Guardian on my behalf. This means that **(name of officer)** will meet with you regularly to ensure that you are happy with your home and the care and support being provided to you.

If you have any questions or concerns, you should speak to **(name of officer)** in the first instance.

Yours faithfully,

Fiona Duncan  
Chief Social Work Officer