

# Case Closure and Follow-up Report

Case Title:

---

Case Reference Number:

---

Date of Report:

---

Prepared By:

---

## 1. Case Summary

---

## 2. Actions Taken

---

## 3. Outcomes

---

## 4. Follow-up Details

---

## 5. Recommendations / Next Steps

---

## 6. Attachments (if any)

---

## Important Notes

- Ensure all information is accurate and up-to-date before submission.
- Maintain confidentiality and follow relevant privacy guidelines.
- This report should be retained according to organizational policy and legal requirements.
- Include sufficient details in each section for future references or audits.
- Sign off and finalize only after completing all necessary follow-up actions.

