PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**TriBorough SEN Team   
2nd Floor Green Zone**

**Kensington Town Hall**

**Horton Street**

**W8 7NX**

**[Insert date]**

**-REQUEST FOR INFORMATION, ADVICE AND SUPPORT-**

Dear Sirs

**INSERT NAME OF CHILD OR YOUNG PERSON AND DOB**

**INSERT ADDRESS**

I am the parentof **[insert name of child or young person]** who has **[set out a short summary of diagnosis, needs and whether an EHC plan / Statement / Learning Difficulty assessment is in place]**.

Section 32 of the Children and Families Act 2014 and Chapter 2 of the SEND Code of Practice: 0 to 25 requires that local authorities must arrange for children and young people for whom it is responsible, and the parents of children for whom it is responsible, to be provided with advice and information about matters relating to the special educational needs and disabilities of the children or young people concerned.

I am therefore writing to formally request information, advice and support in relation to:

**[Set out here what you would like advice, information or support on e.g. Personal Budgets, Education, health and care needs assessments, Local Offer, Disagreement resolution]**

**[Set out here the type of advice, information or support you would like e.g. a key worker to provide a single point of contact, support at a meeting, contributing to an assessment, arranging or attending early disagreement resolution meetings, supporting in managing mediation, appeals, exclusions and complaints].**

I look forward to hearing from you as soon as possible and in any event within 7 days.

Yours faithfully

**[insert name]**