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]**

**- CHASING FINAL EHC PLAN -**

Dear Sirs

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

**INSERT ADDRESS**

**[I am the parent of [insert name of child or young person] or if a young person is writing in their own name, My name is** **[insert name of child or young person]**

On **[insert date]** I sent the local authority our requested amendments to the EHC plan. The original request for an EHC needs assessment was made on **[insert date]**.

According to Regulation 13 of the Special Educational Needs and Disability Regulations 2014, the local authority should issue a final EHC plan as soon as practicable and in any event within 20 weeks of the original request for an EHC needs assessment.

Our original request for an EHC needs assessment was made on **[insert date]** and so the local authority should have issued a Final EHC Plan by **[insert date]**.

Please can you provide a copy of the final plan by return and in any event within 7 days.

Yours faithfully

**[insert name]**