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 PERSONAL BUDGET-**

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 young person] who is/and I am currently undergoing an EHC needs assessment] [and we have recently been sent a draft EHC plan]**.

I am to writing to formally request a Personal Budget for the educational, health and social care provision in **my/[insert name of child or young person]**’s Education, Health and Care Plan. In addition to the amount of personal budget, please confirm:

* how the personal budget will support particular outcomes,
* the provision it will be used for including any flexibility in its usage
* the arrangements for any direct payments for education, health and social care.

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

Yours faithfully

**[insert name]**