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 DIRECT PAYMENT-**

Dear Sirs

**INSERT NAME OF CHILD OR YOUNGPERSON 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]**

**My/[Insert name of child / young person]**’s Education, Health and Care Plan is currently being **[prepared / reviewed]** and the local authority has provided a Personal Budget.

I am therefore writing to formally request a direct payment pursuant to the Special Educational Needs (Personal Budget) Regulations 2014 in relation to **[set out here the specific provision in the EHC plan that you would like a direct payment for]**.

**[Set out here your proposals for the use of the direct payments. For example, if the payment is for therapy provision, provide a copy of the CV of the therapist and a letter from them confirming their fees, and that they have the expertise to deliver the relevant provision set out in the plan. If the payment is for a support worker, provide details of their costs, qualifications and training and any recent CRB checks etc.]**

**[where the provision is to be delivered in school - I confirm that I have spoken to [insert name’s] school / education institution and they confirm that they agree to the use of direct payments and enclose a copy of their written consent].**

I have considered the conditions for providing a direct payment set out in the Regulations and consider that these are met. In particular:

I believe that securing the proposed agreed provision by direct payments is an efficient use of the authority’s resources.

I understand that the local authority must consider this request and notify me of its decision with reasons.

I look forward to hearing from you as soon as possible and in any event within 14 days.

Yours faithfully

**[insert name]**