**Parts in bold and in brackets will need to be changed so that they are relevant to your child**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***[Your Name and address]***

***[date]***

Dear SEN Provision Lead,

Re:***[Child’s name and date of birth]***

I am writing to ask you to formally commence an EHC Needs Assessment for my child/young person under section 36 (1) of The Children and Families Act 2014.

The reasons being: ***[Write 2 or 3 sentences outlining the main SEN issues and reasons for applying]***

Please find enclosed my completed parental/young person contribution form.

I understand that you have six weeks to inform me of your decision.

Yours sincerely

***[Your Name]***