



# Letter: Request for a meeting to discuss a proposed statement or EHCP

(Date)

Dear Sir or Madam,

Re: (Child's name and child's date of birth)

Request for a meeting to discuss a proposed Statement or EHCP

I am writing as the parent of the above child to acknowledge receipt of the proposed Statement of Special Educational Needs OR EHCP and to ask for a meeting with the Responsible Officer to discuss it.

Please note that the school we wish to be named on the Statement/ EHCP when it is finalised is ..... school.

Yours sincerely,

(Sign and print your name)