PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**[Insert name and address of local authority]**

**[Insert date]**

**REQUEST FOR AN UPDATE ON AMENDMENTS TO A STATEMENT**

Dear Sirs

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

**INSERT ADDRESS**

I am the parentof **[insert name of child or young person]**

On **[insert date]** the local authority sent me a draft Statement with notice of amendments and providing me with 15 days to respond. On **[insert date]** I provided you with **[representations for further amendments] [requested XXX school or institution to be named]**.

Pursuant to regulations the local authority should have either sent me a final amended Statement or reasons for not making amendments within 8 weeks of **[insert date the draft was sent]** – by **[insert date]**

Please can you therefore confirm the outcome of my request for amendments to the Statement by no later than **[insert date in 7 days’ time]**

In the event that I do not receive a response within this timeframe I confirm that I will be lodging a formal complaint.

I therefore look forward to hearing from you by return.

Yours faithfully

**[Insert name]**