PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

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

**[Insert date]**

**CHASING FINAL STATEMENT**

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]**

On **[insert date]** I sent the local authority our requested amendments to the Statement. The original request for a statutory assessment was made on **[insert date]**

According to Regulations the local authority should issue a final Statement as soon as practicable and in any event within 26 weeks of the original request for a Statutory Assessment.

Our original request for a statutory assessment was made on **[insert date]** and so the local authority should have issued a Final STATEMENT by **[insert date]**.

Please can you provide a copy of the final plan by return and in any event within 7 days.

Yours faithfully

**[Insert name]**