

Request for EHCP Review & Amendments

[Your Name]

[Your Address]

[City, Postcode]

[Your Email]

[Your Phone Number]

[Date]

SEND Team

[Local Authority Name]

[Address]

Subject: Request for Review & Amendments to EHCP for [Child's Name]

Dear Sir/Madam,

I am writing to formally request a review and necessary amendments to my child's Education, Health, and Care Plan (EHCP). [Child's Name] currently attends [School Name] and has an EHCP in place; however, I believe that updates are required to ensure that the plan accurately reflects their current needs.

Since the last review, I have observed that [explain concerns, e.g., provision not being met, needs changing]. I would like the following amendments to be considered:

1. [Specific change or addition]
2. [Specific change or addition]
3. [Specific change or addition]

I would appreciate confirmation that this request will be addressed at the next EHCP review meeting. Please advise on the next available date.

Yours sincerely,

[Your Name]