LETTERS, RIGHTS AND COMPLAINTS | ENGLAND

SEND Letter Template Bundle

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A bundle of editable starting-point letters for common school, local authority and support situations, drawn from the kinds of letters families often need.

Review and adapt every letter. These do not file an appeal, extend a deadline, or guarantee an outcome.

Who this is for

Parents and carers in England who need a starting-point letter and would rather edit a draft than begin from a blank page.

What is inside

- Request for a meeting
- Follow-up after a meeting
- Request for reasonable adjustments
- A short delay chaser
- Notes on how to use the live Letter Builder

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

How to use these letters

Replace every [square bracket]. Delete anything that is not true. Keep the tone factual. Use the school or local authority's correct address. The live SEND Letter Builder on mysendfriend.co.uk can also help you draft a letter, which you should still edit.

1. Asking for a meeting

> **How to use this letter**
> Replace anything in [square brackets] with your own details. Delete lines that do not apply. Keep the letter factual and in your own words. This is a starting point, not a required form of words, and sending it does not guarantee a particular outcome.

Model wording (adapt this):

Dear [SENCO / teacher], I would like to arrange a meeting to discuss support for [child's name] in [class]. The main points I would like to cover are: [two or three points]. I am available [give a range]. Please confirm a date and who will attend. Yours faithfully, [Name]

2. Follow-up after a meeting

> **How to use this letter**
> Replace anything in [square brackets] with your own details. Delete lines that do not apply. Keep the letter factual and in your own words. This is a starting point, not a required form of words, and sending it does not guarantee a particular outcome.

Model wording (adapt this):

Dear [Name], Thank you for meeting on [date] about [child]. As I understood it, we agreed: [list]. Please let me know if I have this wrong. I would be grateful for a short written confirmation and the review date of [date]. Yours faithfully, [Name]

Adjustments and delay

3. Requesting an adjustment

> **How to use this letter**
> Replace anything in [square brackets] with your own details. Delete lines that do not apply. Keep the letter factual and in your own words. This is a starting point, not a required form of words, and sending it does not guarantee a particular outcome.

Model wording (adapt this):

Dear [Name], I am writing to ask you to consider an adjustment for [child]. The barrier is [what happens]. The change I would like you to consider is [adjustment]. I would be glad to discuss this and agree a review date. Yours faithfully, [Name]

4. A short chase on a delay

> **How to use this letter**
> Replace anything in [square brackets] with your own details. Delete lines that do not apply. Keep the letter factual and in your own words. This is a starting point, not a required form of words, and sending it does not guarantee a particular outcome.

Model wording (adapt this):

Dear [Name / SEND Team], I am writing about [child, DOB]. I am waiting for [X] following my [email/letter] of [date]. Please confirm the current position and when I can expect a response. Yours faithfully, [Name]

For complaints, refusal to assess, term-time leave, transport, or bullying, use the dedicated packs in this shop rather than stretching these short templates too far.

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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