Dear [Name of School or Local Authority],

I am writing on behalf of my child, [Child's Name], who has special educational needs and disabilities (SEND). As [Child's Name]'s parent/carer, I am concerned that [he/she/they] are not receiving the support and provision they require to make progress in their education.

[Describe your specific issues or concerns about your child's education, such as inadequate support, inappropriate teaching, lack of resources, etc.]

I request that you take action to address these concerns and provide my child with the support they require to progress in their education. The school/local authority has a duty to provide the necessary provision and support for children with SEND under the Children and Families Act 2014 and SEND Code of Practice 2015.

[If you have any evidence to support your concerns, such as assessments, reports, or letters, include them here.]

I want to arrange a meeting with you to discuss my concerns in more detail and work together to develop a plan of action to support my child's needs. By working collaboratively, we can ensure that my child receives the support they need to reach their full potential.

I look forward to hearing from you soon.

Yours sincerely

[Your Name]