



Your Address | Phone Number | Email Address

Date

Education Officer (Special Needs)  
Address of your local EA office

Dear Sir/madam [insert name if known]

Re: [Child's Name and date of birth]

I am writing as the parent of the above-named child who has a Statement of Special Educational needs and attends [insert name of school].

I would like the Education Authority to arrange an immediate review of the Statement. My reasons for making this request are:

[insert brief description or bullets points outlining why you feel the statement is no longer meeting your child's needs]

I look forward to an early reply

Yours sincerely

Your name/signature