*(Insert Name and Address of Organisation)*

Date

Dear

I am currently undertaking an Early Help Assessment on:

Name: D.O.B

Please can you give me any information about your involvement with the family to help complete this assessment?

I have gained consent from the family to request and share information with other agencies involved.

The assessment focuses on the Child's Developmental Needs, Parents/Carers and Environmental Factors please could you comment on the following:

* how well is the child developing (including their health and progress in learning)
* how well the parents/carers are supporting their child’s development
* the impact of the wider family and environmental elements on the child’s development and on the capacity of the parents/carers

Following the completion of the Early Help Assessment we will notify you of a Team Around the Family meeting to discuss the outcomes and select a Lead Professional for the family.

Yours sincerely