[Your name]

[Address line 1]

[Address line 2]

[Address line 3]

 [Postcode]

[Date]

[Local Authority name]

[Address line 1]

[Address line 2]

[Address line 3]

[Postcode]

Dear Sir/Madam

**Subject: Request for a care needs assessment**

I am writing to request an assessment of [my/my friend’s/my relative’s] needs by the Adult Social Services department.

I am aware that under government legislation, including Section 9 of the *Care Act 2014,* I am entitled to a needs assessment if I appear to be in need of community care services or if I am disabled.

[I am/my friend is/my relative is] having difficulty managing with [list the areas where there are problems - these could be things like getting out and about, keeping your home clean and tidy, cooking for yourself, getting a break from caring, etc]. I believe that these difficulties make [me/my friend/my relative] eligible for a needs assessment as set out in the above legislation.

I would be grateful if you contact me as soon as possible on [give phone number if appropriate] to arrange the assessment.

Yours faithfully,

[Your signature]

[Your name]

*You may be eligible to receive all or some of the help you need with your care. In order to find out what care services are available and whether you’re eligible for financial support, you must request an adult social care assessment from your local authority Social Services Department.*

*Some local authorities prefer you to contact them online. Others request that you contact them by phone. You can use this letter template if they ask for the request to be made in writing.*