[insert name of the person you are writing to]

[insert address of the person you are writing to]

[insert your name]

[insert the date of the letter]

Dear [insert name of the person you are writing to] ,

**Care and support for [insert name of the person you are writing about]**

I am writing to you to confirm my understanding of a conversation that took place between [insert name and job title] and myself / my mother / father / brother / sister.

In this conversation, which took place on or around [insert date] I / we were told …

*[insert details of the conversation that took place, including:  
  
- who took part in the conversation  
- what it was about  
- the detail of what you were told, for example ‘Our local authority won’t fund X service’]*

I am concerned about what I have been told. Please could you confirm in writing that I have understood this correctly?

Yours sincerely

[insert your name]