

30 Letter Templates

Ready-to-use letters for families navigating autism

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FREE GUIDE

How to use this booklet

These are adaptable letter templates, not legal documents: the exact services, benefits, allowances, laws and procedures named in each letter differ from one country to another, so every country-specific detail has been replaced by a placeholder in [square brackets] for you to fill in. Before you send anything, please confirm the correct names, addresses, deadlines and entitlements for where you live, ideally by contacting your national or regional autism association, who can tell you exactly which office to write to and what to ask for.

A few practical notes as you go:

- **Replace every [bracket].** Each placeholder is a prompt: a name, a date, an address, the local name of a service or benefit, or a short description in your own words. Delete anything that does not apply to you.
- **Keep it short and factual.** One page is almost always enough. State who you are, what you are asking for, and by when you hope to hear back.
- **Always keep a copy.** Send important letters by a method that gives you proof of delivery (recorded or registered post, or email with a read receipt), and note the date you sent it.
- **Attach your evidence.** Where a letter refers to a report, a diagnosis or a previous decision, enclose a copy and list the enclosures at the end.
- **Stay calm and dignified, even when you are exhausted.** A measured tone is taken more seriously, and it protects you. The warmth in these letters is deliberate: you are your child's advocate, and you are allowed to be both firm and kind.

You do not need to use these letters in order, and you do not need all of them. Take the one that matches the door you are knocking on today.

Diagnosis and assessment

1. Requesting a referral for an autism assessment (to your family doctor)

When to use this: you have concerns about your child's development and want your family doctor to refer you into the autism assessment pathway.

[Your full name] [Your address] [Phone] — [Email]

To: [Name of your family doctor / general practitioner] [Practice name and address]

[Place], [date]

**Subject: Request for referral for a developmental / autism assessment
Concerning: [child's full name], born [date of birth]**

Dear Dr [name],

I am writing about my child, [child's name], aged [age]. For some time now I have been noticing things that worry me, and I would like your help in having them properly assessed.

In particular, I have observed: [describe in your own words — for example: limited or delayed speech, little eye contact, intense reactions to noise or light, strong need for routine, repetitive movements, difficulty with other children, etc.].

I would be grateful if you could:

1. refer my child to [the specialist or service in your country that diagnoses autism — for example a developmental paediatrician, child psychiatrist, or a specialist autism assessment service];
2. let me know whether any [public funding, insurance cover or long-term-condition status available in your country] could help with the cost of assessment and care;
3. tell me about any [early-intervention service or coordination programme] available locally, especially as my child is [age].

I know waiting lists can be long, so I would be very grateful for any guidance on how to move forward as quickly as possible.

Thank you for your time and your care.

Yours sincerely,

[Signature] [Your full name]

2. Requesting an autism assessment with a specialist (to the assessment service)

When to use this: you are contacting a psychologist, clinic or assessment service directly to ask for a formal autism evaluation, and want to know the practicalities first.

[Your full name] [Your address] [Phone] — [Email]

To: [Name of the psychologist / clinic / assessment service] [Address]
[Place], [date]

Subject: Request for an autism assessment for my child

Dear [Sir / Madam / name],

I would like to arrange a full autism assessment for my child, [child's name], born [date of birth]. [If relevant: this follows a referral from [name of referring doctor], whose letter is enclosed.]

Before booking, I would be grateful if you could let me know:

1. the likely waiting time for a first appointment;
2. the full cost of the assessment, with an itemised quote if possible (parent interview, observation sessions, written report);
3. whether you use internationally recognised assessment tools and are formally trained to do so;
4. the practical details — location, length of sessions, and whether you would like a parent to be present.

I want to give my child the most reliable assessment possible, and I am ready to provide any information or documents you need beforehand.

Thank you very much. I look forward to hearing from you.

Yours sincerely,

[Signature] [Your full name]

3. Requesting copies of your child's medical records

When to use this: you want a full copy of your child's medical or assessment file — your right as a parent or legal guardian in most countries.

[Your full name] [Your address] [Phone] — [Email]

To: [Name of the hospital / clinic / doctor holding the records] [Address]
[Place], [date]

Subject: Request for a full copy of my child's medical records Concerning: [child's full name], born [date of birth]

Dear [Sir / Madam],

As the parent / legal guardian of [child's name], I am writing to request a complete copy of his / her medical and assessment records held by your service, including consultation notes, assessment reports, test results and correspondence.

I understand that [under the data-protection or patient-rights law of your country] I am entitled to receive these records, and that you may pass on a reasonable copying or postage charge, which I am willing to pay.

Please send the copies to the address above [or: by secure email to the address above], or let me know when I may collect them. I enclose a copy of my identity document and proof that I am [child's name]'s parent / guardian.

Thank you for dealing with this request. I would be grateful for the records within [the timeframe set by your country's law — for example one month].

Yours sincerely,

[Signature] [Your full name]

4. Requesting a second medical opinion

When to use this: you would like another specialist to review the diagnosis or the proposed care, with respect for the first professional.

[Your full name] [Your address] [Phone] — [Email]

To: [Name of the second specialist] [Address]

[Place], [date]

Subject: Request for a second opinion Concerning: [child's full name], born [date of birth]

Dear Dr [name],

My child, [child's name], has been seen by [name of the first professional], who [made a diagnosis of / proposed the following care]. I have great respect for that work, and I am not seeking to dispute it lightly. I would, however, value a second specialist opinion before making important decisions.

In particular I would like your view on:

1. [a precise question — for example: whether the diagnosis fits my child's overall profile];
2. [a precise question — for example: whether any further investigations would be useful];
3. [a precise question — for example: the proposed care and any alternatives].

I enclose the reports and results I already have, so that you have the full picture. Please let me know the practical details and any cost.

Thank you for your time and your expertise.

Yours sincerely,

[Signature] [Your full name]

School and education

5. Informing the school of your child's diagnosis

When to use this: you want to tell the school, in writing, about your child's autism diagnosis and the support he or she needs day to day.

[Your full name] [Your address] [Phone] — [Email]

To: The Head Teacher / Principal [Name of school] [Address]

[Place], [date]

Subject: Informing you of my child's diagnosis and support needs Concerning: [child's full name], class [class / year]

Dear [Head Teacher / Principal],

I am writing to let you know that my child, [child's name], has been diagnosed with autism by [name and role of the professional], on [date]. I wanted to share this with you so that we can work together to help [child's name] feel safe and learn well at school.

Here is what helps my child most in a classroom:

1. **Warning signs of distress:** [describe — for example: restlessness, hands over the ears, looking away, rocking].
2. **What soothes him / her:** [for example: a quiet space, ear defenders, a familiar object, a short break].
3. **What to avoid:** [for example: too many spoken instructions at once, unexpected physical contact, raised voices].
4. **As a last resort:** please contact me on [phone number].

I would welcome a short meeting to introduce the team to my child's profile and answer any questions. I am very willing to share simple, practical information — my aim is to make everyone's day easier, including the staff's.

Thank you for your understanding and your partnership.

Yours sincerely,

[Signature] [Your full name]

6. Requesting a meeting with the school

When to use this: you want to sit down with the school to prepare or review your child's support, calmly and constructively.

[Your full name] [Your address] [Phone] — [Email]

To: The Head Teacher / Principal [Name of school] [Address]

[Place], [date]

Subject: Request for a meeting about my child's support Concerning: [child's full name], class [class / year]

Dear [Head Teacher / Principal],

I would like to request a meeting to talk together about how things are going for my child, [child's name], and to plan the support that will help him / her this year.

I would suggest we cover:

- how [child's name] is settling in and what is working well;
- any difficulties the staff have noticed, and any I can share from home;
- the practical adjustments that could be put in place.

I am flexible and happy to come in [on / after / around — your availability]. If it would be useful, the professionals who support my child can also join, in person or by phone.

Thank you very much. I am looking forward to working together.

Yours sincerely,

[Signature] [Your full name]

7. Requesting an individual education / support plan

When to use this: you want the school to draw up a formal, written plan setting out your child's goals, adjustments and support.

[Your full name] [Your address] [Phone] — [Email]

To: [The Head Teacher / Principal — and the body responsible for special educational support in your country] [Address]

[Place], [date]

Subject: Request for an individual education / support plan Concerning: [child's full name], class [class / year]

Dear [Sir / Madam],

I am writing to request that a formal, written individual education and support plan be drawn up for my child, [child's name], who has a diagnosis of autism. [Name the type of plan used in your country, if there is one — e.g. an individualised education plan / support plan.]

Based on what I and the professionals supporting my child have observed, I would ask that the plan include:

1. **Support staff:** [one-to-one or shared support, for the proportion of the school day my child needs].
2. **Teaching adjustments:** [for example: shorter, clearer instructions; extra time; visual supports; reduced written workload; calmer assessment conditions].
3. **Adjustments outside lessons:** [for example: a calmer space at lunch and break; a trusted adult to turn to].

4. **Regular reviews** with the teaching team, the school's health staff and the outside professionals who follow my child.

I enclose [the diagnostic report / the professionals' recommendations] in support of this request. I would be glad to take part in drawing up the plan and to meet whenever suits the team.

Thank you for helping to give my child a fair chance to learn.

Yours sincerely,

[Signature] [Your full name]

8. Requesting a one-to-one support assistant

When to use this: your child needs a dedicated classroom assistant, and you are asking the school or education authority to put this in place.

[Your full name] [Your address] [Phone] — [Email]

To: [The Head Teacher / Principal — and the office that allocates support staff in your country] [Address]

[Place], [date]

Subject: Request for a one-to-one classroom support assistant Concerning: [child's full name], class [class / year]

Dear [Sir / Madam],

I am writing to request that my child, [child's name], be allocated a dedicated classroom support assistant for [the proportion of the school week he / she needs].

1. **Difficulties observed in class:** [record the teacher's observations — for example: difficulty following whole-class instructions, sensory overload, needing an adult nearby to stay regulated].
2. **What happens without dedicated support:** [for example: my child withdraws, becomes distressed, cannot access the lesson, or is at risk in less-structured moments].
3. **The professionals' recommendations:** [Dr / therapist X recommends this level of support — see enclosed].

A dedicated assistant would allow [child's name] to stay safe, take part in lessons and make progress alongside his / her classmates.

I enclose the supporting documents and remain available for any assessment meeting. Thank you for considering this request with care.

Yours sincerely,

[Signature] [Your full name]

9. Requesting reasonable adjustments in the classroom

When to use this: you want simple, concrete sensory and organisational adjustments put in place day to day.

[Your full name] [Your address] [Phone] — [Email]

To: The Class Teacher / Head Teacher [Name of school] [Address]

[Place], [date]

Subject: Request for a few practical classroom adjustments Concerning: [child's full name], class [class / year]

Dear [Sir / Madam],

My child, [child's name], is autistic, and a few small adjustments would make a real difference to his / her day. Most cost nothing and help the whole class:

1. **Ear defenders or earplugs** during noisy moments — my child is very sensitive to sound.
2. **Access to a quiet space** when he / she becomes overwhelmed.
3. **Short sensory breaks** (about five minutes) when needed.
4. **A visual timetable** on display or on the desk.
5. **Instructions given simply** — short, explicit, one at a time.
6. **A seat near the teacher** and away from noise (door, window, busy corridor).
7. **A simple home-school communication channel** (a notebook or a weekly email) so we can anticipate changes together.
8. **A calmer arrangement at lunch and break** when it is too much.

I am very happy to talk these through and to adjust them to what works in your classroom. Thank you for your flexibility and your care.

Yours sincerely,

[Signature] [Your full name]

10. Giving the teaching team a short profile of your child

When to use this: at the start of the year or with a new teacher, to share a one-page "how my child works" guide.

[Your full name] [Your address] [Phone] — [Email]

To: The teaching team of [child's name] [Name of school]

[Place], [date]

Subject: A short guide to my child's needs Concerning: [child's full name], class [class / year]

Dear members of the team,

Thank you for welcoming my child, [child's name], into your class. To help you get to know him / her quickly, here is a short profile. Please feel free to share it with anyone who works with [child's name].

My child's strengths: [for example: a strong visual memory, honesty, deep focus on topics that interest him / her].

What is hard for my child: [for example: unexpected changes, noise and bright light, unstructured moments, understanding implied social rules].

When my child is becoming overwhelmed:

1. **The early signs:** [restlessness, hands over the ears, looking away, rocking, going quiet].
2. **What helps to calm things:** [ear defenders, a quiet space, a sensory object].
3. **What to avoid:** [too much talking, unsolicited physical contact, insistent eye contact, sharp orders].
4. **If nothing works:** please call me on [phone number].

You know your classroom better than I do, so please adapt all of this freely. I am only ever a phone call away, and I am grateful for everything you do.

With warm thanks,

[Signature] [Your full name]

11. Appealing a refused education decision

When to use this: the school or education authority has refused or failed to deliver support your child needs, and you are escalating to the responsible authority.

[Your full name] [Your address] [Phone] — [Email]

To: [The senior education authority responsible in your area] [Address]

[Place], [date]

Subject: Appeal regarding support for my child Concerning: [child's full name], class [class / year]

Dear [Sir / Madam],

I am writing to formally raise concern about the support provided to my child, [child's name], who is autistic. [Briefly state the problem — for example: an agreed support plan has not been put in place; a request for support has been refused; my child has been without a school place / without the agreed assistant since [date].]

I would respectfully ask you to:

1. ensure, as soon as possible, that [the agreed support / the missing measure] is put in place in full;
2. tell me in writing, within [a short, reasonable deadline — for example fifteen days], the concrete steps your office intends to take and by when;
3. set out any interim arrangements while a lasting solution is found.

My child has a right to an education adapted to his / her needs. I am not looking for conflict — I am asking for the support to which my child is entitled.

I remain fully available to meet you.

I trust you will give this the urgent attention it deserves, and I thank you for it.

Yours sincerely,

[Signature] [Your full name]

12. Requesting a specialist school or setting

When to use this: a mainstream setting is not meeting your child's needs and you are asking to be assessed for a specialist school or service.

[Your full name] [Your address] [Phone] — [Email]

To: [The authority that decides specialist school placements in your country] [Address]

[Place], [date]

Subject: Request for assessment for a specialist setting Concerning: [child's full name], born [date of birth]

Dear [Sir / Madam],

I am writing to request that my child, [child's name], be assessed for a placement in [the type of specialist school or support service used in your country], because his / her needs are no longer being met in the current setting.

1. **At school:** [describe the current situation — for example: mainstream class with / without support, with growing difficulties].
2. **Therapeutically:** my child needs intensive, coordinated support from several professionals.
3. **Educationally:** my child needs a structured environment, visual supports and a team trained in autism.

I enclose the supporting reports and remain available for any assessment meeting. My only wish is for my child to be in the setting where he / she can feel safe and make progress.

Thank you for considering this request with care.

Yours sincerely,

[Signature] [Your full name]

13. Requesting to educate your child at home

When to use this: after trying the available school options, you are asking to educate your child at home, where the law in your country allows it.

[Your full name] [Your address] [Phone] — [Email]

To: [The authority that oversees home education in your country] [Address]

[Place], [date]

Subject: Notification / request to educate my child at home Concerning: [child's full name], born [date of birth]

Dear [Sir / Madam],

After careful thought, and where [the law of your country] allows, I wish to educate my child, [child's name], at home, because the school options available have not been able to meet his / her needs.

Here is the path we have already taken:

1. **Mainstream school:** tried in [class / years], which led to [serious distress / repeated crises].
2. **Request for support staff:** made on [date], [granted / refused / not delivered].
3. **Request for a specialist setting:** made on [date], [outcome / still waiting for a place].
4. **Approaches to the education authority:** letters dated [dates], without an effective solution to date.

Home education is not a step we take lightly; it is, for now, the way to protect my child's wellbeing and let him / her keep learning. I will of course meet any [legal requirements and checks that apply in your country], and I enclose the relevant documents.

Thank you for acknowledging this in writing and for telling me of any steps I need to take.

Yours sincerely,

[Signature] [Your full name]

Benefits and support

14. Applying for a disability allowance for your child

When to use this: you are making a first application for the disability benefit or allowance that supports families of disabled children in your country.

[Your full name] [Your address] [Phone] — [Email]

To: [The office that decides disability benefits for children in your country]
[Address]

[Place], [date]

Subject: First application for recognition of disability and a disability allowance Concerning: [child's full name], born [date of birth] (Sent by [recorded / registered post])

Dear [Sir / Madam],

I am writing to apply, for my child [child's name], born [date of birth], for [the name of your country's disability allowance for children], and for any associated supplement reflecting the real impact of his / her disability.

My child has a diagnosis of autism, made on [date] by [name and role of the professional], confirmed by the medical report enclosed.

Day to day, his / her disability means: [describe precisely — limited or absent communication, sensory difficulties, behaviour that puts him / her at risk, sleep difficulties, dependence for everyday tasks, etc.]. These needs require constant adult supervision, regular therapies [speech, occupational, psychological], and have led me to [reduce / give up] paid work.

I enclose [the application form required in your country, the medical certificate, a short statement of my child's needs in my own words, and all supporting documents].

I also request the supplement corresponding to the true level of impact, given the costs we carry and the loss of income.

I remain entirely available for any further information or for a meeting with the assessment team.

Yours sincerely,

[Signature] [Your full name]

15. Renewing a disability allowance and requesting a higher supplement

When to use this: an existing allowance is up for renewal and your child's needs and costs have grown.

[Your full name] [Your address] [Phone] — [Email]

To: [The office that decides disability benefits for children in your country]
[Address]

[Place], [date]

Subject: Renewal of my child's disability allowance and request for an increased supplement Concerning: [child's full name], born [date of birth]

Dear [Sir / Madam],

I am writing to renew the disability allowance currently granted for my child, [child's name], and to request that the supplement be increased to reflect how his / her situation has changed since the last decision.

1. **Persistence or worsening of difficulties:** [describe the clinical changes — behaviour, crises, sleep, autonomy].
2. **Rising costs not otherwise covered:** [detail — therapies beyond what is reimbursed, equipment, specialist activities].
3. **Reduced working hours:** [explain — part-time work, leave, giving up a job to care for my child].

I enclose the updated reports and proof of these costs. Given the real impact on our daily life and finances, I ask that the supplement be set at the level that genuinely reflects it.

Thank you for reviewing this with care. I remain available for any meeting.

Yours sincerely,

[Signature] [Your full name]

16. Appealing a refused benefit decision

When to use this: a disability office has refused or under-assessed your child's claim, and you are formally challenging the decision.

[Your full name] [Your address] [Phone] — [Email]

To: [The office or appeals body that reviews disability decisions in your country] [Address]

[Place], [date]

Subject: Appeal against the decision of [date], reference [number] Concerning: [child's full name], born [date of birth] (Sent by [recorded / registered post])

Dear [Sir / Madam],

I am writing to formally appeal the decision dated [date], reference [number], concerning my child, [child's name]. I respectfully ask you to review it, for the following reasons:

1. [First reason — for example: the level of disability recognised does not reflect the real impact on my child's daily life].
2. [Second reason — for example: the supplement granted does not cover the actual cost of my child's care].

3. [Third reason — for example: the support proposed does not match the professionals' recommendations or my child's needs].

I enclose new and supporting evidence: [updated medical reports, proof of costs, professionals' letters].

I am acting within the appeal deadline that applies, and I ask that my child's file be re-examined in full. I remain available for any meeting or further information.

Thank you for reviewing this decision.

Yours sincerely,

[Signature] [Your full name]

17. Requesting a disability compensation or care package

When to use this: you are asking for funding or support that compensates for your child's disability — personal care, equipment, transport, home adaptations.

[Your full name] [Your address] [Phone] — [Email]

To: [The office that funds disability support in your country] [Address]

[Place], [date]

Subject: Request for a disability compensation / care package Concerning: [child's full name], born [date of birth]

Dear [Sir / Madam],

I am writing to request [the name of your country's disability compensation or care funding] for my child, [child's name], to help meet the additional costs and care his / her disability requires:

1. **Personal / human support:** my child needs near-constant supervision; I ask for help with [hours of care / respite].
2. **Equipment and aids:** [if relevant — communication aids, sensory or safety equipment].
3. **Home adaptations:** [if relevant — securing windows, a quiet room, safety measures].
4. **Transport:** [if relevant — the cost of travel to therapy and appointments].

I enclose the diagnostic report, the professionals' recommendations and proof of the relevant costs. I remain available for an assessment visit or meeting.

Thank you for considering this request with care.

Yours sincerely,

[Signature] [Your full name]

18. Requesting a disability or priority travel pass

When to use this: you are applying for a card or pass that recognises your child's disability — for priority, parking, or reduced fares.

[Your full name] [Your address] [Phone] — [Email]

To: [The office that issues disability cards or passes in your country] [Address]
[Place], [date]

Subject: Application for a disability / priority / parking pass Concerning: [child's full name], born [date of birth]

Dear [Sir / Madam],

I am writing to apply for [the name of your country's disability card or travel pass — for priority, parking and/or reduced fares] for my child, [child's name], who is autistic.

My child cannot tolerate queues, crowds or long waits, which can trigger severe distress, and he / she needs an adult close by at all times in public spaces. A [priority / parking] pass would let us reach appointments, school and everyday places more safely.

I enclose the medical report and the supporting documents required. I remain available for any further information.

Thank you for considering this application.

Yours sincerely,

[Signature] [Your full name]

19. Requesting reimbursement of out-of-pocket health costs

When to use this: you are claiming back, from your health insurer or top-up scheme, therapy and care costs you have paid for.

[Your full name] [Your address] [Phone] — [Email] — [Policy / member number]

To: [Your health insurer / top-up scheme] [Address]
[Place], [date]

Subject: Claim for reimbursement of health costs Concerning: [child's full name], born [date of birth] — policy [number]

Dear [Sir / Madam],

I am writing to claim reimbursement of care costs I have paid for my child, [child's name], who has a diagnosis of autism and needs ongoing therapies that are [only partly / not] covered by [the public health system in my country].

I enclose itemised receipts for: [list — speech therapy, occupational therapy, psychology, specialist programmes, equipment], totalling [amount] over the period [dates].

Please let me know what your policy covers for these therapies, whether any additional cover or exceptional support is available, and how to claim it. I am happy to provide any further document you need.

Thank you for your help.

Yours sincerely,

[Signature] [Your full name]

20. Requesting a written quote for private therapy

When to use this: before starting a private intervention or therapy programme, you want a clear, itemised quote.

[Your full name] [Your address] [Phone] — [Email]

To: [The therapist / centre / programme provider] [Address]

[Place], [date]

Subject: Request for a written quote Concerning: [child's full name], born [date of birth]

Dear [Sir / Madam],

I am considering [the therapy or intervention programme you offer] for my child, [child's name], and I would be grateful for a detailed written quote before we begin.

Please could you set out:

1. the cost per session and the recommended number of sessions per week;
2. the likely total cost over [a term / a year];
3. the qualifications and training of the practitioner who would work with my child, and whether the approach is evidence-based;
4. the practical details — location, length of sessions, and any waiting time.

A clear quote will help me plan and, where possible, seek funding or reimbursement. Thank you very much.

Yours sincerely,

[Signature] [Your full name]

21. Requesting an adapted or priority home

When to use this: your current housing does not suit your child's disability, and you are asking a housing provider or authority for an adapted or priority move.

[Your full name] [Your address] [Phone] — [Email] — [Tenancy / application reference]

To: [Your housing provider or housing authority] [Address]

[Place], [date]

Subject: Request for an adapted / priority home on grounds of disability Concerning: my child [child's name], born [date of birth]

Dear [Sir / Madam],

I am writing to request [an adapted home / priority for a move] because of the disability of my child, [child's name], who is autistic. Our current home does not meet his / her needs:

1. **Too small:** my child needs a dedicated space for therapy sessions and to retreat to when overwhelmed.
2. **Too noisy:** my child is very sensitive to sound, and the current setting causes daily distress.
3. **Not safe enough:** [for example: stairs without a gate, windows that cannot be secured, a dangerous balcony, a high floor].
4. **Too far from services:** [distance and travel time to school and therapy, and the impact on our daily life].

I enclose the medical report and the supporting documents required. I remain available to discuss our situation.

Thank you for considering this request with care.

Yours sincerely,

[Signature] [Your full name]

22. Requesting time off or adjusted hours from your employer

When to use this: you need leave or flexible hours to care for your child and attend appointments.

[Your full name] [Job title / department]

To: [Your manager / HR department] [Company name]

[Place], [date]

Subject: Request for [carer's leave / adjusted working hours]

Dear [Mr / Ms / name],

I am writing about my family situation. My child, [child's name], is autistic and needs regular medical and therapy appointments, as well as care that I cannot always plan in advance.

I would like to request [the carer's leave / flexible-hours / part-time arrangement available where I work], specifically: [state what you are asking for — for example: [X] days of leave, a later start two mornings a week, or the ability to work from home on appointment days].

I am committed to my work and will do everything I can to keep disruption to a minimum and to give as much notice as possible. I enclose [any supporting document required], and I am happy to discuss the practical details with you.

Thank you for your understanding and support.

Yours sincerely,

[Signature] [Your full name]

Day-to-day and relationships

23. Telling grandparents about the diagnosis

When to use this: you want to explain your child's autism to grandparents, gently, and tell them what would help.

To [Grandma / Grandpa] [name],
[Place], [date]

Dear [Grandma / Grandpa],

I wanted to write to you calmly about what we began to talk about a [few days / weeks] ago. It is a lot to take in, and I know you need time. So do I.

Here is what the doctors told us: [child's name] is autistic. It can be a frightening word. In plain terms, it means his / her brain works a little differently. He / she feels the world more intensely — sounds, lights and smells can be overwhelming. He / she needs routines to feel safe, and is learning to communicate in his / her own way.

Autism is NOT: an illness you catch or pass on; the result of poor parenting; necessarily a sign of low intelligence; or a fixed fate. With good support, [child's name] will keep making progress.

Autism IS: a different way of working, present from birth and lifelong; a set of strengths (often a strong visual memory, honesty, deep focus); and a set of challenges (communication, sudden change, sensory sensitivity).

What we need from you is:

1. **Your love, just as before.** [child's name] is still the same child.
2. **Your patience.** When he / she does not look at you or answer, it is not a lack of love — it is that he / she needs more time, or it is simply too much in that moment.
3. **To avoid a few hurtful phrases:** “he / she is just shy”, “you’re over-reacting”, “we didn’t have all this in my day”. I know it is never meant unkindly, but we need to feel you beside us.
4. **Your help, sometimes.** Looking after [child's name] for a few hours (following the routines we will explain), listening when we are worn out, coming to an appointment now and then.
5. **Your curiosity.** Here are a few resources that helped me: [a book or testimony you trust], a free, reliable autism website, and short videos from a recognised autism organisation.

There is nothing you need to do right now except love him / her as you know how. The rest will come with time.

With all my love, [your name]

24. Announcing the diagnosis to friends and wider family

When to use this: a short, warm message to your wider circle (friends, godparents, close colleagues) to tell them once and set the tone.

Dear [name / all],

[Place], [date]

I wanted to share something with the people who matter to us. After [a period of questions and assessments], [child's name] has been diagnosed with autism.

It is not bad news and it is not a tragedy. It is a name for the way [child's name] experiences the world: more intensely, and a little differently. It explains a lot, and it helps us give him / her the right support.

[child's name] is the same wonderful child you know. He / she may not always respond the way you expect — that is not rejection, just a different way of connecting. The best thing you can do is simply stay close, treat us normally, and be patient on harder days.

If you would like to understand more, I am always happy to talk, and there are some lovely, simple resources I can share. Thank you for being part of our lives. It means more than you know.

With love, [your name]

25. Replying to hurtful or dismissive comments

When to use this: someone close has minimised your child's diagnosis ("he's just shy"), and you want to respond firmly but with dignity.

Dear [name],

[Place], [date]

I am writing rather than talking, because I want to say this calmly and completely.

1. [child's name]'s diagnosis is not an anxious parent's guess. It was made by [one or more qualified professionals] after careful assessment, and it is confirmed in writing.
2. When you minimise it ("it's just...") or suggest I am overreacting, it hurts — and it leaves us more alone at exactly the moment we need support. I am not asking you to become an expert. I am asking you to trust me.
3. What helps me is this: that you listen without giving advice; that you accept I may not always want to talk about it; and that you stay beside us anyway.

I am telling you all this because you matter to me, and because I would rather be honest than quietly drift apart. I know your words were not meant to wound.

I just need you to know how they land — and how much your support would mean.

With affection, [your name]

Speaking up and advocacy

26. Asking to be seen sooner by a specialist autism service

When to use this: you are on a long waiting list and want to ask, respectfully, whether your child can be seen sooner.

[Your full name] [Your address] [Phone] — [Email] — [Reference / file number]

To: [The specialist autism centre or service] [Address]

[Place], [date]

**Subject: Request to be seen sooner Concerning: [child's full name],
born [date of birth] — reference [number]**

Dear [Sir / Madam],

My child, [child's name], is on your waiting list since [date], reference [number]. I understand you are under great pressure, and I am grateful for the work you do.

I am writing to ask whether it might be possible to bring his / her appointment forward, because the situation at home and at school has become difficult: [briefly describe — for example: escalating distress, my child unable to attend school, a window for early intervention that is closing given his / her age].

If a sooner slot is not possible, I would be grateful for any guidance — an estimated date, a cancellation list, or another service you would recommend in the meantime.

Thank you very much for your help and understanding.

Yours sincerely,

[Signature] [Your full name]

27. Thanking, or raising a concern with, a professional

When to use this: to thank a professional who has helped your child — or, just as importantly, to raise a concern clearly and respectfully.

[Your full name] [Phone] — [Email]

To: [Name of the professional] [Service / address]

[Place], [date]

Subject: [A thank-you / A concern] regarding my child's care Concerning: [child's full name]

Dear [name],

(To thank:) I wanted to take a moment to thank you for the care you have given [child's name]. [Say what made a difference — your patience, the way you explained things, a real change you have seen.] It is not always easy to be a parent in this situation, and your support has meant a great deal to us.

(To raise a concern:) I am writing to share a concern, in the spirit of working well together. [Describe the issue factually — for example: I did not feel my observations were taken into account; an appointment or report has been delayed; I would like to understand the reasoning behind a decision.] I am not looking for conflict; I would simply like us to talk it through, and I remain confident in our working relationship.

Thank you for reading this and for everything you do for [child's name].

Yours sincerely,

[Signature] [Your full name]

28. Writing to an elected representative about a system failure

When to use this: services have repeatedly failed your child, and you want to alert someone with the power to act.

[Your full name] [Your address] [Phone] — [Email]

To: [Your elected representative / local councillor / ombudsman] [Address]

[Place], [date]

Subject: Failure of services for my disabled child — request for support
Concerning: [child's full name], born [date of birth]

Dear [title and name],

I am writing as the parent of an autistic child, [child's name], to alert you to a failure that has left my family without the support my child is entitled to.

Here is the situation, in brief: [describe factually and with dates — for example: an agreed support has not been delivered since [date]; we have been waiting [time] for an assessment; repeated letters to [the responsible office] have gone unanswered].

The consequences for my child are serious: [for example: no schooling, worsening distress, the loss of a critical window for early support].

I am asking for your help in [obtaining a clear answer from the responsible service / ensuring the agreed support is delivered / drawing attention to a wider problem affecting many families like mine].

I enclose the key documents and remain available to meet you. Thank you for anything you can do.

Yours sincerely,

[Signature] [Your full name]

29. Sharing your story publicly (an open letter to the media)

When to use this: you have decided to speak publicly — to local press, a podcast, a blog or social media — to raise awareness or shed light on a problem.

An open letter from a parent

[Place], [date]

My name is [your name], and I am the parent of [child's name], who is autistic. I am writing this openly because I believe our story can help — both other families who feel alone, and the people with the power to make things better.

[Tell your story simply and honestly: who your child is, the strengths and the challenges, what you have been through to get a diagnosis and support, and where the system has helped or let you down. Keep it factual and human.]

I am not sharing this for pity. I am sharing it because [state your purpose — for example: to show that autistic children can thrive with the right support; to call attention to the families still waiting; to ask decision-makers for the changes that would make a real difference].

If this resonates with you — as a parent, a professional or simply a fellow human being — I would be glad to talk. There is strength in not being silent, and in not being alone.

With hope, [your name]

30. Requesting written confirmation of an agreed decision

When to use this: a service or professional has agreed something verbally and you want it confirmed in writing, so there is a clear record.

[Your full name] [Your address] [Phone] — [Email]

To: [Name of the person / service] [Address]

[Place], [date]

Subject: Written confirmation of our agreement Concerning: [child's full name]

Dear [name],

Thank you for our [meeting / call] on [date], and for [the support you agreed to]. So that we both have a clear record, I would be grateful if you could confirm in writing what we agreed, namely:

1. [the first point agreed — for example: the support to be put in place];
2. [the second point — for example: who is responsible and by when];
3. [the third point — for example: the date of the next review].

If I have misunderstood anything, please do correct me — I would rather we are aligned now than discover a difference later. A short email reply is perfectly fine.

Thank you again for your help and for working with us.

Yours sincerely,

[Signature] [Your full name]

A final word

You did not choose to become an advocate, an administrator and a letter-writer on top of being a parent. But here you are, doing it, and doing it well. Every letter in this booklet is really the same letter underneath: *my child matters, and I will keep showing up for them.*

Be patient with yourself on the hard days. Keep copies. Ask for things in writing. Lean on your national autism association — they know your country's system far better than any generic guide can, and they are on your side.

You are not alone, and you are doing enough.

— *Valentine Lecêtre, sortirdelautisme.fr*