**Writing a letter of support for NDIS – Template**

Date

To Whom It May Concern,

This paragraph describes who you are, what your role is, how many hours of support you provide and the purpose of this letter.
Eg. *My name is Ali Kuylaars, I am an independent support worker for Mickey Mouse, providing them with 10 hours of 1:1 individual support per week. I am writing today to provide further evidence for Mickey’s NDIS review.*

**Current Support**

This paragraph goes into more detail about the support you provide. It includes when you began working with the client, what you were asked to work on, the rapport building process (was this long, short, difficult, etc), the scope of your support and if you are aware of any additional formal supports.

**Informal Support**

Generally this paragraph is only necessary to provide evidence of NO informal support. It is most helpful to describe family situations where one person is doing the majority (or all) of the care giving. You can also describe situations where the client cannot build rapport with untrained family/community members.

**Functional Capacity**

You can use this template to start this paragraph: *The following descriptions and specific examples are from my experience from the past X number months providing X number hours per week of assistance with X stated supports (eg. daily life and social community access).*

*Use the following headings to describe things your client CANNOT do (including cannot do without support). It is unfortunately necessary to speak from a deficit model in this section.*

**Mobility and motor skills**

**Learning**

**Communication**

**Self-care**

**Social interaction**

**Self-management**

*Thank you for your consideration of this letter in Mickey’s review.*

*Kind regards,*

*Your full name*

*Signature*

*Phone number*