Please do note that you may wish to seek legal advice on these issues now and certainly once you receive a response if it is not favourable, or if no response is forthcoming within 14 days

DELETE THIS BOX BEFORE SENDING THIS LETTER

[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] ,

 ,

**Refused as appropriate person**

I am writing to you to raise a concern. I have been told that I cannot act as an appropriate person on behalf of X *(name the individual concerned)*.

I do not receive any financial benefit from caring for X, and do not care for them in a professional capacity. I do not believe that X has expressed any objection to me being their appropriate person, and I do not believe that it would be a conflict of interests in me acting as such.

I believe that I am best suited to help X navigate the care and support process and feel best placed to help them express their wishes, feelings and preferences. I understand that the role of an appropriate person is to facilitateX’s involvement and help X remain at the centre of the process.

Please could you confirm in writing what your reasons for refusing me as an appropriate person are.

Please could you also confirm in writing whether you accept that X has substantial difficulty being involved in the process. I believe X has substantial difficulty because *[see Advocacy factsheet which explains substantial difficulty and list reasons that you believe X has substantial difficulty*].

Finally, please can you also confirm whether you will be appointing an independent advocate to support X [insert name] in this process.

Given the urgency in ensuring that X [insert name] is fully supported in this process, I look forward to hearing from you within 7 days.

Yours sincerely

[insert your name]