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Dear Parent,

**RE: Joe Bloggs DOB: XXX Assessment Date: XYZ**

**Context:** Joe, aged 3 years and 8 months, was seen for assessment due to concerns about the clarity of his speech. There is no family history of any speech and language difficulties and a recent hearing test was normal.

**Assessment carried out:** Joe completed a speech sound screen.

**Areas of difficulty identified:** Speech, attention and listening. Joe presents with a speech sound disorder. He makes the 't' and 'd' sounds at the back of his mouth as 'k' and 'g', but his other sounds are developing as expected. He also had difficulty focusing on an adult-directed activity.

**Plan:** Therapy sessions have been arranged. Please see attached advice to support Joe's attention and listening skills, and activity ideas to support his sound awareness skills in readiness for therapy.

Please do not hesitate to contact us on the number above if you have any concerns or queries about this summary.

Yours sincerely,

Speech & Language Therapist