

**CONFIDENTIAL**

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| --- | --- | --- | --- | --- | --- |
| Date: |  | Our Ref: |  | Your Ref: |  |

Dear

**RE: Child Arrangement Allowance**

I am writing to inform you that your Child Arrangement Order Allowance has been agreed by the Service Delivery Manager………………………….

The amount being paid monthly is £……………… This payment will be for 12 months. It will stop until a review has taken place.

In order to do this you will need to book a review Meeting with the Admin Finance Team. You can contact them on ………………..

Yours sincerely

**Nick Bennison  
Service Delivery Manager  
Child Protection & Family Support**