[Recipient Name  
Address]

[Date]

Dear [Recipient Name]

Child’s Name: D.O.B:

Case Number:

I write in respect of the section 7 report that was ordered by Judge ……… on ………

I would respectfully like to request an extension of time for the filing of the report because of ….. *outline the reason the extension is required – for example if the Court Order was received late which means the work ordered cannot be completed within the timeframe - please advise the court of the date the order was received; or if there has been a change of social worker etc.*

The report will be filed with the Court and the parties on ………

Yours sincerely

NAME:

SIGNED: