

[Date]

[Name of Regional Center Service Coordinator]

[Address]

[Email Address]

[Fax Number]

**RE: Request for an IPP Meeting Within 30 Days As Required By  
Law for [Name of Regional Center Consumer]**

Dear [Name of Regional Center Service Coordinator]:

My name is [Name of Regional Center Consumer/Authorized Representative] and I am writing this letter to request an IPP meeting. The purpose of the IPP meeting will be to discuss the following:

- 1.
- 2.
- 3.

I am requesting a regional center “decision-maker” to be present at my IPP meeting. Please send me a copy of my most recent written IPP as soon as possible. If you have any questions, please do not hesitate to contact me. I provided my contact information below. Thank you for your time and attention.

Sincerely,

[Name of Consumer/Authorized Representative]

[Address]

[Telephone Number]

[Email Address]

[Fax Number]