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| **Confidential** | Fostering Team  Tel:  Date: |

Dear Dr

**Re: (Relief Carers name):**

**(Relief Carers dob):**

**(Relief Carers Address):**

I am writing to you as xx (Relief Carer name) has offered to look after foster children as a Relief Carer for their family member / friend (who is an approved Foster Carer with Kent Fostering Service). They will look after children in care for short periods of time not likely to exceed 14 nights to allow the Foster Carer(s) to have a short break with the least disruption to the child or young person.

xx (Relief Carer name) has given me permission to approach you and I would be grateful if you could let me know of anything likely to make him/her unsuitable to act in the capacity of Relief Carer. I enclose a copy of his/her statutory check form (SS472) showing his/her authorisation.

I also enclose a medical certificate for your signature and ask that you return the completed certificate to (Fostering Team Admin inbox).

Yours sincerely

**Business Support Assistant**

**Fostering Team**

**Encs:** Form SS472

Medical Certificate