

Subject: **Request for Plan Management in my upcoming NDIS plan**

Dear Local Area Coordinator / NDIA Representative's Name,

I hope this letter finds you well. I am writing to formally request that Plan Management be included in my upcoming NDIS plan. I strongly believe that having Plan Management will greatly assist me in maximizing the benefits of my NDIS plan and effectively utilizing my funding.

I require Plan Management for the following reasons:

1. Time-consuming tasks: I currently lack the capacity to efficiently handle the administrative responsibilities associated with managing my NDIS plan. Plan Management will alleviate the burden of these tasks, allowing me to focus more on my supports and goals.
2. Engagement with unregistered providers: To access the services of at least one unregistered provider, I require the assistance of a Plan Manager. Having Plan Management in place will enable me to engage and pay these providers seamlessly while ensuring compliance with NDIS guidelines.

My request for Plan Management is based on section 43(2) of the NDIS Act, which mandates that the NDIA must honour a participant's plan management request. I have also referred to the NDIS operational guidelines, available at www.ndis.gov.au/operational-guideline/planning/managing-funding-supports, which provide further support for my request.

I greatly appreciate your consideration and inclusion of Plan Management in my NDIS plan. Should you have any inquiries or require additional information regarding my request, please do not hesitate to contact Simplified Plan Management at 0491 090 747.

Thank you for your attention to this matter. I look forward to a positive response.

Yours sincerely,

Name:

Date:

Signature: