

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department of Education/School Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Special Education Services

I am writing to formally request special education services for my child, [Child's Name], who is currently in [Grade/Year] at [School Name].

[Briefly describe your child's specific needs or challenges, and any relevant background information that supports the request. Include any previous evaluations or interventions that have been conducted.]

I believe that [Child's Name] would greatly benefit from a comprehensive evaluation to determine the most appropriate services and supports necessary for their academic success and social-emotional well-being.

I kindly request that an Individualized Education Program (IEP) meeting be scheduled to discuss this matter further. Please let me know the next steps in this process and any information you require from my side.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Relationship to Child]
[Optional: Additional Contact Information]