

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[School/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to discuss the educational needs of [Child's Name], who has been diagnosed with dyslexia. It is crucial to implement appropriate strategies to support their learning and ensure their success in the classroom environment.

[Provide specific examples of the challenges faced due to dyslexia and any previously implemented strategies that were effective or ineffective.]

I would like to propose a meeting to discuss [Child's Name]'s individualized education plan (IEP) and explore additional resources or support that may be available. It is important for us to collaborate on techniques that can enhance [his/her/their] learning experience.

Thank you for your attention to this matter. I look forward to your response and am hopeful for a productive discussion.

Sincerely,

[Your Name]  
[Your Relationship to the Child]  
[Your Signature (if sending a hard copy)]