

[Your Name]
[Your Title/Position]
[Your School/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's School/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the need for a targeted intervention plan for [Student's Name] as he/she struggles with dyslexia.

[Briefly explain the challenges the student is facing and any relevant assessments or observations that support the need for intervention.]

To support [Student's Name] more effectively, I recommend implementing the following strategies and accommodations:

1. [Intervention/Strategy 1]
2. [Intervention/Strategy 2]
3. [Intervention/Strategy 3]

I believe that with the right support, [Student's Name] can make significant progress. I would appreciate your collaboration in developing and monitoring this intervention plan.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your School/Organization]