

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

Dear [Recipient's Name],

Subject: Request for Dyslexia Support

I hope this letter finds you well. I am writing to formally request support for [Student's Name], who is diagnosed with dyslexia.

[Briefly explain the situation, including any specific challenges the student faces and how these affect their learning.]

In order to provide [Student's Name] with the best opportunity for success, I would like to discuss [mention any specific accommodations or support services you are seeking, such as specialized tutoring, extra time on tests, etc.].

I appreciate your attention to this matter and look forward to your response. Please let me know a convenient time for us to discuss this further.

Thank you for your support and understanding.

Sincerely,

[Your Name]
[Your Title or Relationship to Student]
[Optional: Signature]