

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to introduce our newly developed dyslexia training materials designed for [specific audience, e.g., educators, parents, specialists]. These resources aim to enhance understanding and support for individuals with dyslexia through comprehensive strategies and methodologies.

[Brief description of the materials, e.g., content overview, key features, benefits].

We believe these materials will significantly contribute to [mention potential impacts, e.g., improved teaching strategies, enhanced learning experiences].

Please find attached a sample of the materials for your review. We would be delighted to discuss this further with you and explore potential collaboration or how we can best support your efforts in this area.

Thank you for your time and consideration. I look forward to your feedback.

Warm regards,

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