

[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],

I hope this letter finds you well. I am writing to request information and resources regarding dyslexia, as it has come to my attention that [mention the individual's name/your situation] may be affected by this learning difference.

Understanding dyslexia is crucial for providing the appropriate support and accommodations. I would greatly appreciate any information on assessments, intervention strategies, and available resources for individuals with dyslexia within your organization.

Please let me know if there are any workshops, support groups, or informative materials that could assist in understanding and navigating this condition effectively.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,
[Your Name]