

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

Dear [Evaluator's Name],

I hope this letter finds you well. I am writing to request a comprehensive evaluation for dyslexia for my [son/daughter], [Child's Name], who is [age/grade]. We have observed several challenges in [his/her] reading and writing skills, which I believe may be linked to dyslexia.

[Child's Name] has been experiencing difficulties with [specific symptoms, e.g., decoding words, spelling, reading fluency]. Despite [his/her] efforts and support at school, [he/she] continues to struggle, which has impacted [his/her] confidence and academic performance.

We would greatly appreciate your expertise in assessing [Child's Name] to determine if dyslexia or any related learning difficulties are present.

Please let us know the next steps in scheduling an evaluation, as well as any preparations we should make prior to the assessment.

Thank you for your attention to this important matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Relationship to Child]