

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

Subject: Dyslexia Action Plan for [Student's Name]

I hope this letter finds you well. I am writing to discuss the action plan I would like to implement for [Student's Full Name], who has been diagnosed with dyslexia. The following strategies and accommodations are proposed to support [his/her/their] learning and ensure [his/her/their] academic success:

1. ****Assessment and Monitoring****
 - Regular assessments to monitor progress.
 - Initial baseline testing to identify specific areas of need.
2. ****Personalized Learning Goals****
 - Set specific, measurable, achievable, relevant, and time-bound (SMART) goals for reading and writing.
3. ****Instructional Strategies****
 - Use of multisensory teaching methods.
 - Incorporation of assistive technology, such as audio books and text-to-speech software.
4. ****Classroom Accommodations****
 - Extended time on tests and assignments.
 - Provision of written instructions alongside verbal instructions.
5. ****Support and Resources****
 - Access to tutoring sessions with a dyslexia specialist.
 - Availability of resources for both [Student's Name] and parents to aid in understanding dyslexia.
6. ****Regular Communication****
 - Scheduled meetings to discuss progress and make necessary adjustments to the action plan.

I am confident that with the right support and resources in place, [Student's Name] will be able to thrive academically. I look forward to your feedback on this proposed action plan and discussing how we can collaboratively support [his/her/their] learning journey.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Relationship to Student]
[Your Signature (if sending a hard copy)]