

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to discuss my child, [Child's Name], who has been diagnosed with dyslexia. We are seeking support and resources that can assist in their academic journey.

[Child's Name] has shown great determination, and we believe that with the right tools and accommodations, they can thrive in their learning environment. We would appreciate the opportunity to explore strategies that can help support their reading and writing development.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]