

[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 address the specific needs of [Student's Name] regarding their dyslexia diagnosis and to discuss appropriate support and accommodations.

[Student's Name] has been diagnosed with dyslexia, which significantly impacts their reading and writing abilities. To ensure they receive the best possible education, I would like to propose the following accommodations:

1. ****Extended Time on Tests and Assignments****
 - Allow [Student's Name] additional time to complete assessments and written tasks.
2. ****Access to Assistive Technology****
 - Provide access to text-to-speech software and tools that facilitate reading and writing.
3. ****Alternative Assessment Methods****
 - Implement options for oral presentations or projects instead of written outputs where appropriate.
4. ****Personalized Instruction****
 - Consider small group instruction or one-on-one support for reading and writing assignments to cater to their learning style.

I believe that with these accommodations, [Student's Name] will be able to thrive academically and develop self-confidence in their abilities. I would appreciate the opportunity to discuss this further and explore additional strategies that can support [Student's Name]'s learning journey.

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

Sincerely,

[Your Name]
[Your Relationship to the Student]