

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

[Recipient's Name]  
[Recipient's Title/Position]  
[School/Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I. Introduction

A. Brief introduction of yourself and your relationship to the individual with dyslexia

B. Purpose of the letter

II. Observations

A. Specific challenges faced due to dyslexia

B. Impact on academic/social/work performance

III. Suggested Strategies

A. Recommended resources or support

B. Possible accommodations or interventions

IV. Request for Collaboration

A. Invite a meeting or a discussion

B. Emphasize the importance of a supportive environment

V. Conclusion

A. Reiterate commitment to support

B. Thank the recipient for their attention to this matter

Sincerely,

[Your Name]

[Your Contact Information]