

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request [specific request, e.g., accommodations, support services] due to my diagnosis of dyslexia.

1. ****Introduction****

- Briefly introduce yourself and your relationship to the institution.
- State your purpose for writing the letter.

2. ****Diagnosis and Background****

- Provide details on your dyslexia diagnosis.
- Mention any relevant assessments or evaluations that support your request.

3. ****Specific Requests****

- Clearly outline the accommodations or support services you are seeking.
- Explain why these requests are necessary for your success.

4. ****Supporting Evidence****

- Highlight any previous experiences or instances where you faced challenges without accommodations.
- Include any recommendations from professionals, if applicable.

5. ****Conclusion****

- Thank the recipient for their time and consideration.
- Express your willingness to discuss this further or provide additional documentation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]