

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the dyslexia services offered by [Institution/Organization Name]. As a [student/parent/educator] committed to supporting individuals with dyslexia, I am interested in understanding the resources and support systems available for [students/a specific group].

Specifically, I would like to learn more about the following:

1. Assessment procedures and eligibility criteria for dyslexia services.
2. Types of intervention strategies and programs provided.
3. Availability of training for educators and parents regarding dyslexia support.
4. Any additional resources or workshops that may help in fostering a better understanding of dyslexia.

I would appreciate the opportunity to discuss this further and explore how we can work together to enhance support for those with dyslexia.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]