

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[School/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of tutoring services for my child, [Child's Name], who has been diagnosed with dyslexia.

We are seeking a qualified tutor who can provide specialized support to help [Child's Name] improve their reading and writing skills. It is important to us that the tutor is experienced in working with students with dyslexia and understands the unique challenges they face.

If your organization offers such tutoring programs, I would love to discuss the options available, including your approach, availability, and any assessments that may be needed to tailor the sessions to [Child's Name]'s specific needs.

Thank you for your time and consideration. I look forward to your response.

Sincerely,  
[Your Name]