

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

Dear [Recipient's Name],

Subject: Dyslexia Intervention Plan

I hope this letter finds you well. I am writing to discuss the ongoing dyslexia intervention program for [Student's Name], who is currently in [Grade/Class].

1. **Overview of Needs**

- Briefly explain the student's diagnosis and specific challenges related to dyslexia.

2. **Intervention Goals**

- Outline specific, measurable goals for the student, such as improving reading fluency or comprehension.

3. **Intervention Strategies**

- Describe the methodologies and resources that will be used to support the student, such as tutoring sessions, specialized programs, or assistive technology.

4. **Monitoring Progress**

- Describe how progress will be tracked and assessed, including frequency of updates and assessments.

5. **Support and Resources**

- Mention any additional resources available for parents and teachers, such as workshops or reading materials.

Please feel free to reach out with any questions or suggestions regarding this intervention plan. I look forward to collaborating to support [Student's Name] on their educational journey.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]