

[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 message finds you well. I am writing to formally request assistance for my [son/daughter/self], [Name], who has been diagnosed with dyslexia.

[Provide a brief background about the diagnosis and how it affects learning.]

To ensure [Name] has the best opportunity to succeed academically, I kindly request accommodations and support, which may include:

- [List specific accommodations (e.g., extended time on tests, access to audio books, etc.)]
- [Additional support options (e.g., tutoring, access to specialized learning tools, etc.)]

I believe that with these accommodations, [Name] can demonstrate their true potential and thrive in their learning environment.

Thank you for your attention to this matter. I look forward to your response and am available to discuss this further at your earliest convenience.

Sincerely,

[Your Name]