

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the support and accommodations needed for [Student's Name], who has been diagnosed with dyslexia.

[Student's Name] has been facing challenges in [specific areas, e.g., reading, writing, spelling], which have impacted their academic performance and overall confidence. It is crucial that we implement strategies and accommodations tailored to their needs to facilitate a positive learning experience.

I would like to propose the following support measures:

1. [Accommodation 1, e.g., extended time on tests]
2. [Accommodation 2, e.g., use of assistive technology]
3. [Accommodation 3, e.g., access to a quiet workspace]

I believe these adjustments will significantly help [Student's Name] succeed academically. I would appreciate the opportunity to discuss this matter further and collaborate on a support plan.

Thank you for your attention to this important issue. I look forward to your response.

Sincerely,

[Your Name]
[Your Relationship to the Student]