

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[School Name]
[School Address]
[City, State, ZIP Code]

Dear [School Health Officer/Principal's Name],
I am writing to inform you that my child, [Child's Name], recently underwent an eye examination on [Date of Examination] at [Eye Doctor's Name/Clinic]. The examination revealed that [briefly explain any findings, e.g., "he/she needs corrective lenses," "vision is within normal limits," etc.].

To assist in his/her learning experience, I kindly request that this information be taken into consideration within the school environment.
[Optional: Include any specific accommodations or recommendations from the eye doctor, e.g., "seating closer to the board," "allowing extra time for reading assignments," etc.].

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.
Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Relationship to the Child]