

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss my (or my child's) dyslexia and the support needed to facilitate effective communication and learning.

I would like to share some important information about dyslexia and how it can impact [learning/reading/writing/etc.]. [Briefly describe specific challenges and any previous support received].

To ensure [myself/my child] can succeed, I would appreciate your assistance with:

1. [Specific request or accommodation 1]
2. [Specific request or accommodation 2]
3. [Specific request or accommodation 3]

I believe that with these adjustments, [I/my child] will be better equipped to thrive in the learning environment. Thank you for your understanding and support.

Looking forward to your response.

Sincerely,

[Your Name]
[Your Relationship to the Student, if applicable]