

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

[Recipient's Name]  
[Recipient's Title]  
[School/Organization Name]  
[School/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the educational needs of my child, [Child's Name], who has been diagnosed with dyslexia.

Given [his/her/their] unique learning challenges, I would like to request specific accommodations to support [his/her/their] educational journey.

Some recommended strategies and resources include:

1. **\*\*Individualized Instruction\*\***: Tailoring lessons to include multisensory teaching methods.
2. **\*\*Reading Support\*\***: Access to audiobooks and text-to-speech tools.
3. **\*\*Extended Time\*\***: Additional time for tests and assignments to reduce anxiety.
4. **\*\*Quiet Environment\*\***: A designated space for assessments to minimize distractions.

I would appreciate the opportunity to meet with you and the educational team to discuss how we can work together to create an effective plan for [Child's Name]. Please let me know your availability for a meeting.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]