

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

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

Dear [Recipient's Name],

I am writing to formally request a meeting to discuss my child, [Child's Name], and their Individualized Education Program (IEP) regarding their dyslexia diagnosis.

I would like to ensure that we address the following topics during our meeting:

1. Current progress and achievements in [Child's Name]'s reading and writing skills.
2. Review of current IEP goals and objectives.
3. Any necessary adjustments to support [Child's Name]'s learning needs effectively.
4. Strategies and resources we can implement both at school and home.

Please let me know your available dates and times for the meeting. I look forward to collaborating with you to support [Child's Name]'s education. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]