

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

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally request additional intervention support for my child, [Child's Name], who is currently in [Grade/Class]. As we have noticed, [he/she/they] has been experiencing difficulties with reading and writing, which may be indicative of dyslexia.

Given these challenges, I believe it is important for [Child's Name] to receive targeted interventions that can assist in [his/her/their] learning process. I would appreciate your support in arranging for a comprehensive evaluation and any necessary accommodations to help [him/her/them] succeed in the classroom.

I am keen to collaborate with you and the school staff to develop an effective intervention plan tailored to [Child's Name]'s needs. Please let me know a suitable time for us to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]