

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request special education services for my child, [Child's Name], who is currently enrolled in [Grade/Program] at [School's Name].

[Briefly describe your child's needs, any specific conditions, and how these impact their learning and development.]

I would like to initiate the process for an evaluation to determine eligibility for special education services under the Individuals with Disabilities Education Act (IDEA).

Please let me know what steps I need to take to begin this process. I look forward to working together to support my child's educational needs. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]