

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

Dear [Principal's Name or Special Education Coordinator's Name],  
I hope this letter finds you well. I am writing to formally request access to IXL for my child, [Child's Name], who is in the [Grade/Class Name] at [School's Name]. Due to [specific special needs or challenges], I believe that the personalized learning opportunities offered by IXL would greatly benefit their educational journey.

[Optional: Brief explanation of your child's specific needs and how IXL can help.]

I appreciate your attention to this matter and look forward to your support in ensuring that [Child's Name] has the necessary tools to succeed in their learning environment.

Thank you for considering this request. I am happy to discuss this further at your earliest convenience.

Sincerely,

[Your Name]  
[Your Relationship to the Child]