

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

Dear [Recipient's Name],

I am writing to formally appeal the evaluation process for the special education teacher [Teacher's Name] at [School Name]. I believe that the current evaluation does not accurately reflect their dedication, skills, and the positive impact they have on students.

[Insert specific examples of the teacher's contributions, successes, or any concerns regarding the evaluation process. Mention any incidents or observations that support your case.]

I understand the importance of maintaining high standards for educational evaluation, but I firmly believe that [Teacher's Name] deserves a reevaluation of their performance based on [specific reasons].

I am requesting a meeting to discuss this matter further. Please let me know when you would be available to meet.

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

Sincerely,

[Your Name]
[Your Title/Relation to the Teacher, if applicable]