

[Your Name]  
[Your Title/Position]  
[Your Organization/School Name]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Parent/Guardian Name]  
[Address]  
[City, State, ZIP Code]

Dear [Parent/Guardian Name],

I hope this letter finds you well. I am writing to share the results of the recent special needs assessment conducted for [Child's Name].

The assessment aimed to identify [Child's Name]'s strengths and areas of need in various domains, such as [list specific areas, e.g., cognitive abilities, social skills, emotional well-being].

The key findings from the assessment include:

- [Finding 1: Brief description]
- [Finding 2: Brief description]
- [Finding 3: Brief description]

Based on these results, we recommend the following support and interventions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We believe these steps will help [Child's Name] in achieving their full potential. I would be happy to discuss this further and answer any questions you may have. Please feel free to contact me at [Phone Number] or [Email Address].

Thank you for your continued support and collaboration.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization/School Name]