

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

Dear [Recipient's Name],

I am writing to request a special needs assessment for my [son/daughter], [Child's Name], who is currently [age] years old and attending [School/Program Name]. We believe that [he/she/they] may benefit from a comprehensive assessment to better understand [his/her/their] unique learning needs and to ensure [he/she/they] receives appropriate support. [Briefly describe any concerns or observations you have regarding your child's development, learning challenges, or behavioral issues. Include specific examples if possible.]

We would appreciate your guidance on the process necessary to initiate an official assessment, as well as any forms or documentation you may require from us.

Thank you for your attention to this important matter. We look forward to your prompt response and to working together to support [Child's Name] in [his/her/their] educational journey.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]