

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

Dear [Recipient's Name],

I am writing to request information regarding the special needs health services available for my [son/daughter], [Child's Name], who has been diagnosed with [specific condition/diagnosis].

We are particularly interested in [specific services or support needed], and we would appreciate any guidance you can provide on how to access these services. Additionally, any resources or contacts you can share would be incredibly helpful.

If possible, I would appreciate a meeting to discuss this further and explore how we can best support [Child's Name] in their health journey. Please let me know your availability for a meeting or if there are any forms I need to complete beforehand.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Relationship to Child]