

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

Dear [IEP Team/Specific Person's Name],

I hope this message finds you well. I am writing to request an Individualized Education Program (IEP) meeting for my child, [Child's Name], who is currently in [Grade/Class] at [School Name].

The purpose of this meeting is to discuss [specific concerns, updates, goals, or changes needed in the IEP]. I believe that reviewing [Child's Name]'s progress and addressing these matters will be crucial for their continued success.

Please let me know your availability for the meeting. I would appreciate it if we could schedule it within the next [time frame, e.g., two weeks] to ensure we are addressing these needs promptly.

Thank you for your attention to this important matter. I look forward to collaborating with the team to support [Child's Name]'s educational journey.

Sincerely,

[Your Name]  
[Your Relationship to Child]