

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request modifications and accommodations for my child, [Child's Name], who has been identified as having special needs.

[Child's Name] is currently in [grade/class/program] at [School Name]. In order to support their learning and development effectively, I believe it is essential to implement specific modifications in the classroom environment.

The following modifications are recommended:

1. [Modification/Accommodation 1]
2. [Modification/Accommodation 2]
3. [Modification/Accommodation 3]

These recommendations are based on [brief rationale or supporting information, e.g., medical/educational assessments, expert recommendations]. I have attached relevant documentation to support this request.

I appreciate your attention to this matter and look forward to discussing how we can work together to create a supportive learning environment for [Child's Name]. Please feel free to contact me at [your phone number] or [your email address] to schedule a meeting or discuss this further.

Thank you for your understanding and support.

Sincerely,
[Your Name]