

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[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 the allocation of additional resources for [Student's Name], who has been identified as having special needs. It is essential to provide [him/her/them] with the appropriate support to ensure [his/her/their] educational success and overall well-being.

[Student's Name] has been diagnosed with [specific condition or diagnosis], which affects [briefly explain how it affects the student's learning or daily activities]. To address these challenges, I believe that the following resources would be beneficial:

1. [Resource 1: Description and purpose]
2. [Resource 2: Description and purpose]
3. [Resource 3: Description and purpose]

I understand that allocating resources requires careful consideration and planning. I assure you that these recommended resources will not only support [Student's Name] but will also promote an inclusive educational environment for all students.

Thank you for your attention to this matter. I look forward to discussing this further and exploring how we can work together to support [Student's Name] in reaching [his/her/their] full potential.

Sincerely,

[Your Name]  
[Your Relationship to the Student]