

[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],

Subject: Transition Planning for [Student's Name]

I hope this letter finds you well. I am writing to discuss the transition planning for my child, [Student's Name], who is currently in [grade/age] and has special needs. As we approach [specific milestone, e.g., high school graduation, moving to a new program], I want to ensure we have a clear and comprehensive plan in place to support [his/her/their] transition.

To facilitate this process, I would like to propose a meeting with the transition team to discuss the following key areas:

1. ****Educational Goals**** - Review of [Student's Name]'s academic strengths and areas for improvement.
2. ****Career Exploration**** - Opportunities for vocational training or job shadowing that align with [his/her/their] interests.
3. ****Life Skills Development**** - Programs focused on essential skills such as personal care, budgeting, and social interactions.
4. ****Community Resources**** - Support services available in our area post-transition, including [specific services].

Please let me know your available times for a meeting in the upcoming weeks, as I believe this collaboration is crucial for [Student's Name]'s successful transition. I appreciate your ongoing support and dedication to [his/her/their] education and future.

Thank you for your attention to this important matter. I look forward to your reply.

Sincerely,

[Your Name]

[Your Signature (if mailing)]