

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's School/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to refer [Student's Name], a [grade/age] student at [Your School], for special education evaluation and services.

[Briefly describe the concerns regarding the student's academic performance, social skills, and/or behavior. Include specific examples and any interventions that have already been tried.]

In light of these observations, I believe it is essential for [Student's Name] to undergo a comprehensive evaluation to determine their individual needs and explore appropriate services.

If you require any additional information or documentation, please do not hesitate to reach out. I appreciate your attention to this matter and look forward to your response.

Thank you for your support.

Sincerely,

[Your Name]
[Your Title/Position]
[Your School/Organization]