

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

Dear [Parent/Guardian's Name],  
I hope this letter finds you well.

As part of our ongoing commitment to support [Student's Name] in their educational journey, we will be conducting a series of assessments aimed at understanding their unique learning needs and strengths. These assessments are crucial in designing an effective Individualized Education Plan (IEP) that caters to [Student's Name]'s specific requirements.

The assessments will take place on [dates of assessments] and will include [brief description of assessments]. Our goal is to create a comprehensive view of [Student's Name]'s abilities, challenges, and areas for growth.

I encourage you to share any insights or observations you may have about [Student's Name]'s learning experiences at home. Your input is invaluable in this process.

Please feel free to reach out to me at [your phone number] or [your email address] if you have any questions or concerns regarding the assessments. Thank you for your continued support and collaboration.

Warm regards,  
[Your Name]  
[Your Title]  
[School Name]