

Letter of Representation for Special Education Needs

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[School District/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally represent the interests of [Child's Name], who is currently enrolled in [School Name] and has been identified with special education needs. I would like to discuss and advocate for the appropriate services and support necessary for [his/her/their] educational development.

As [his/her/their] parent/guardian, I am concerned about [Briefly explain concerns regarding current educational support and services]. I believe that [Child's Name] would benefit greatly from [List specific services or accommodations needed].

I appreciate your attention to this matter and look forward to discussing how we can work together to ensure that [Child's Name] receives the education and support that [he/she/they] deserves.

Thank you for your consideration. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]
[Your Title/Relationship to Child]