

**[Your Name]**

**[Your Address]**

**[City, State, Zip Code]**

**[Email Address]**

**[Date]**

**[Recipient Name]**

**[Recipient Title]**

**[Organization/School Name]**

**[Address]**

**[City, State, Zip Code]**

Dear [Recipient Name],

I am writing to formally appeal for the provision of bilingual testing materials for special needs students in our district. As we strive to create an inclusive learning environment, it is crucial that all students, regardless of their language proficiency, have equitable access to assessments.

Studies have shown that students who can take assessments in their preferred language perform better, leading to more accurate reflections of their knowledge and abilities. Providing bilingual testing materials will not only support our special needs students but also promote fairness and transparency in our educational assessments.

I kindly urge you to consider this request to ensure that all students in our district can showcase their capabilities without language barriers. I am eager to discuss this matter further and explore potential solutions.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization, if applicable]