

Accommodations for Test Anxiety

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request accommodations for my [child's name] regarding test anxiety. [He/She/They] has been diagnosed with [specific condition related to test anxiety], which significantly affects [his/her/their] performance during examinations.

To support [his/her/their] learning and to provide a fair testing environment, I kindly request the following accommodations:

- Extended time for all tests
- Access to a quiet room
- Use of stress-relief tools (e.g., fidget devices)
- Breaks during testing

Attached are the relevant documentation and assessment reports from [name of the professional who diagnosed/assessed]. I appreciate your understanding and consideration of these accommodations to support [his/her/their] academic success.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Relationship to Student]

[Your Contact Information]