

# Accommodation Request for Special Education

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[School Name]

[School Address]

Dear [Recipient's Name],

I am writing to formally request accommodations for my child, [Child's Name], who is enrolled in [Grade/Class Name]. As you may be aware, [Child's Name] has been diagnosed with [specific disability/condition], which impacts [his/her/their] ability to [describe how it affects learning/participation].

To support [Child's Name]'s education and ensure [he/she/they] can fully engage with the curriculum, I kindly request the following accommodations:

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]

I believe these accommodations will provide [Child's Name] with the necessary support to thrive in [his/her/their] academic environment. I am happy to discuss this further and provide any necessary documentation.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]