

Letter of Assessment for Special Education Needs

Date: [Insert Date]

To: [Parent/Guardian's Name]

Address: [Insert Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Dear [Parent/Guardian's Name],

We are writing to inform you about the results of the recent assessment conducted to evaluate [Student's Name]'s educational needs. The assessment was carried out on [Date of Assessment] by [Assessor's Name/Title].

The primary purpose of the assessment was to identify any special education needs that [Student's Name] may have and to determine the appropriate supports and services required to facilitate their learning.

Assessment Summary:

- **Assessment Type:** [Type of Assessment]
- **Date of Assessment:** [Date]
- **Findings:** [Summary of Findings]
- **Recommendations:** [List of Recommendations]

Based on the findings, we recommend the following interventions: [List any recommended interventions or services]. We believe that these strategies will effectively support [Student's Name]'s learning experience.

A meeting is scheduled for [Date of Meeting] at [Time] to discuss the assessment results further and to develop an Individualized Education Plan (IEP) tailored to [Student's Name]'s needs. We encourage your participation, as your insights and perspectives are invaluable in this process.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]