

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the autism spectrum assessment process offered at [Organization Name]. As a concerned parent/guardian/professional, I would like to understand the steps involved, the duration of the assessment, and any required documentation.

Additionally, I would appreciate any information regarding the qualifications of the professionals conducting the assessments and the types of resources or support available post-assessment.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]