

Formal Request for Educational Health Assessments

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Request for Educational Health Assessments

Dear [Recipient's Name],

I am writing to formally request educational health assessments for my child, [Child's Name], who is currently enrolled in [Grade/Class Name] at [School Name]. Due to [briefly describe reason for request, e.g., concerns regarding academic performance, behavioral issues, etc.], I believe it is essential to conduct a comprehensive assessment to determine the support and resources needed for their success.

I kindly ask that you initiate the assessment process and provide me with the necessary steps moving forward. Please inform me of any required documentation or meetings to facilitate this request.

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

Sincerely,

[Your Name]