

# Request for Special Education Assessment Meeting

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[School District Name]  
[School Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a meeting to discuss the special education assessment for my child, [Child's Name], who is in [Grade/Year]. I believe that an assessment is necessary to understand their educational needs and ensure they receive appropriate support.

Please let me know your available dates and times, so we can arrange this meeting at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]