

# School Admission Request for Special Needs Accommodations

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

[Recipient's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the admission of my child, [Child's Name], into [School's Name] for the [upcoming school year/grade level]. My child has been diagnosed with [specific condition], and we are seeking necessary accommodations to support their learning environment.

We believe that [School's Name] would provide an excellent fit for [Child's Name]'s educational needs and personal growth. We would appreciate the opportunity to discuss specific accommodations that would make their transition to your school as smooth as possible, including [list specific accommodations, if applicable].

Thank you for considering our request. We hope to arrange a meeting at your earliest convenience to discuss this matter further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]