

Letter of Clarification Regarding Special Education Needs Assessment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[School/District Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to clarify several points regarding the procedures involved in the special education needs assessment for [Student's Name], who is currently enrolled in [grade/class name] at [School/District Name].

As per our recent discussions, I would like to ensure that:

1. [Clarification point 1]
2. [Clarification point 2]
3. [Clarification point 3]

It is crucial for us to adhere to the recommended timelines and guidelines to ensure that [Student's Name] receives appropriate support. Please provide any additional documentation or information that may assist in this process.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]