

# Follow-Up Letter: Special Education Needs Assessment Results

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the special education needs assessment conducted for [Student's Name] on [Assessment Date]. As we agreed, I would like to discuss the results and any necessary recommendations moving forward.

Please let me know a convenient time for us to meet or have a phone conversation. I believe that a collaborative approach will greatly benefit [Student's Name]'s educational journey.

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

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Relationship to the Student]