

Reminder: Upcoming Special Education Needs Assessment

Dear [Parent/Guardian's Name],

This is a friendly reminder regarding the upcoming special education needs assessment for your child, [Child's Name].

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please ensure that your child is prepared for the assessment and arrives on time. If you have any questions or concerns, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your School/Organization]