

Request for Special Education Needs Assessment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[School or School District Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an assessment for special education needs for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School Name].

It has come to my attention that [briefly describe the concerns or reasons for the request, such as learning difficulties, behavioral issues, etc.]. I believe that an assessment would help identify any special educational needs that may require additional support.

I would like to request that the appropriate evaluations be conducted to determine the support my child may need to thrive in the educational environment.

Please let me know the next steps in this process and any documentation that I may need to provide. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]