

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/School Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt gratitude for your assistance with the special education needs assessment for [Child's Name]. Your expertise and dedication made a significant difference in understanding our child's needs and available support options.

Your thorough and compassionate approach not only provided us with valuable insights but also reassured us during a challenging time. We greatly appreciate the time you took to address our questions and explain the assessment process.

Thank you once again for your support and professionalism. We feel more confident moving forward, equipped with the necessary information to advocate for [Child's Name].

Sincerely,

[Your Name]