

Request for Comprehensive Learning Disability Assessment

Date: [Insert Date]

To: [Name of the Recipient]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request a comprehensive learning disability assessment for [Child's/Individual's Name], who is [age] years old and currently [describe current educational situation or grade level].

We have noticed persistent challenges in [specific areas of concern such as reading, writing, math, etc.], and believe that an assessment is essential to understand [Child's/Individual's Name]'s learning needs better and to develop a suitable plan for support.

I kindly ask that the assessment includes the following components: [list specific assessment areas or types as needed, e.g., cognitive tests, academic assessments, etc.]. I am hopeful that this evaluation will provide valuable insights into [his/her/their] learning profile and inform any necessary interventions.

Please let me know what steps are required to initiate this assessment process. I am looking forward to your prompt response and am happy to meet or discuss further over the phone at your convenience.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Relationship to the Child/Individual]

[Your Address]

[Your Phone Number]

[Your Email Address]