

Request for Expedited Learning Disability Assessment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization/School Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an expedited assessment for learning disabilities for my [son/daughter], [Child's Name], who is currently in [Grade/Class] at [School's Name].

Due to [briefly explain the reason for urgency, e.g., declining academic performance, recent behavioral issues], we believe that receiving a timely evaluation is crucial for [Child's Name]'s educational progress and support.

We appreciate your attention to this matter and any steps you can take to facilitate a faster assessment process. Please let us know the next steps and any documentation you may require from our side.

Thank you very much for your understanding and prompt response.

Sincerely,

[Your Name]