

Request for Learning Disability Assessment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a learning disability assessment for my child, [Child's Name], who is currently enrolled in [grade/class] at [School Name].

As a concerned parent, I have noticed that [Child's Name] has been experiencing challenges in [specific areas of concern, e.g., reading, writing, math], which I believe may be indicative of a learning disability. I would appreciate your prompt attention to this matter to ensure that [Child's Name] receives the necessary support and resources.

Please let me know the next steps in the assessment process and any information or documentation that you may require from my end.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]