

Request for Remote Learning Accommodations

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request accommodations for my child, [Child's Name], who has special needs, to facilitate their participation in remote learning.

Given [brief explanation of the child's special needs], we believe that certain accommodations are essential for [Child's Name] to thrive in a virtual learning environment. Specifically, we request the following accommodations:

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]

We believe these adjustments will significantly enhance [Child's Name]'s learning experience and help in achieving their educational goals. We are open to discussing these accommodations further and would appreciate any additional suggestions you might have.

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

Sincerely,

[Your Name]

[Your Relationship to the Child]

[Your Phone Number]

[Your Email Address]