

Letter of Dispute Resolution Request

Date: [Insert Date]

To: [School District/IEP Team's Name]

Address: [School District/IEP Team's Address]

Dear [Recipient's Name],

I am writing to formally request a dispute resolution regarding my child, [Child's Name], who is currently receiving special education services under the Individuals with Disabilities Education Act (IDEA). We have concerns regarding [briefly state the specific issue or disagreement, e.g., the appropriateness of the current IEP, lack of accommodations, etc.].

In accordance with [refer to relevant laws or policies, e.g., IDEA regulations], I believe that it is important to address this issue collaboratively and ensure that [Child's Name]'s needs are being met appropriately. I would appreciate the opportunity to discuss this matter further and explore possible resolutions.

Proposed dates for a meeting: [Insert at least two date options].

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]