

Request for Special Education Services

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an evaluation for special education services for my child, [Child's Name], who is currently in [Grade/Class] at [School Name]. We believe that [he/she/they] may require additional support to succeed academically and socially.

Specifically, we have observed the following concerns:

- [Concern 1]
- [Concern 2]
- [Concern 3]

We would appreciate the opportunity to discuss this matter further and explore the available support services. Please let us know the next steps in the evaluation process and if there are any forms or documentation that we need to complete.

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

Sincerely,

[Your Name]

[Your Relationship to the Child]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]