

Special Education Program Evaluation Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request an evaluation of the special education program provided for [Student's Name], who is currently enrolled in [Grade/Level] at [School's Name]. This evaluation is essential to determine the effectiveness of the current program and to ensure that [Student's Name] is receiving the necessary support for their educational and developmental needs.

We have observed [briefly describe specific concerns or observations], and we believe that a comprehensive evaluation will offer valuable insights. We would like to ensure that all appropriate assessments are conducted and that we can develop an updated Individualized Education Program (IEP), if necessary.

Please let us know the next steps in this process, as well as any documentation you may require from our side. We appreciate your attention to this important matter and look forward to your prompt response.

Thank you for your support.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Organization, if applicable]

[Your Contact Information]