

Consultation Request for Special Education Assessment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's/Teacher's Name],

I hope this message finds you well. I am writing to formally request a consultation regarding a special education assessment for my child, [Child's Name], who is currently in [Grade/Class].

We have observed some challenges that [Child's Name] has been facing, including [briefly describe specific concerns]. We believe that a comprehensive evaluation would help us to better understand their needs and determine the appropriate support and resources available.

I would appreciate the opportunity to discuss this matter further and explore the next steps in the assessment process. Please let me know a convenient time for us to meet or talk over the phone.

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

Sincerely,

[Your Name]