

Letter of Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[School or Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability of additional special education resources for [Student's Name], who is currently enrolled in [Grade/Class]. As a parent/guardian, I am dedicated to ensuring that [he/she/they] receives the necessary support to thrive academically and socially.

We have noticed some challenges that [Student's Name] has been facing in [specific areas or subjects], and I believe that access to additional resources could significantly benefit [his/her/their] learning experience. I would appreciate any information regarding programs, services, or materials that could assist in addressing these challenges.

Thank you for your attention to this matter. I am looking forward to your response and hope we can work together to support [Student's Name] in achieving [his/her/their] educational goals.

Sincerely,

[Your Name]