

Inquiry for Personalized Learning Assessment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability and process for obtaining a personalized learning assessment for [Student's Name]. As we aim to tailor educational approaches to better suit [his/her/their] unique learning needs, I believe a personalized assessment would be highly beneficial.

Could you please provide information regarding the assessment process, any associated costs, and how our school can get started? Additionally, I would appreciate any resources or materials that would help us understand the benefits and structure of such assessments.

Thank you for your time and assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]