

Notification for Additional Reading Aid

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of the need for additional reading aid for [Student's Name/Yourself], as we have observed some challenges in reading comprehension and fluency.

Given the current reading materials and requirements, additional support would greatly enhance [his/her/their] learning experience and academic performance. We believe that providing [him/her/them] with specialized reading resources and aids would help in addressing these challenges effectively.

We kindly request your assistance in facilitating access to these additional resources. Please let us know if there are specific steps we can take to expedite this process.

Thank you for your attention to this matter. We appreciate your support and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]