

Notification of IEP Review Meeting

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We hope this message finds you well. This letter is to inform you that your child, [Child's Name], is due for an Individualized Education Program (IEP) review. The purpose of this meeting is to evaluate and discuss your child's progress and any necessary adjustments to the IEP.

Meeting Details:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Location:** [Insert Meeting Location]

Please confirm your attendance by [insert confirmation deadline]. If you are unable to attend, please let us know so that alternative arrangements can be made.

We value your input and cooperation in supporting [Child's Name]'s education. Should you have any questions or need further assistance, feel free to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]