

# Request for IEP Meeting

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [IEP Coordinator's Name/Principal's Name],

I am writing to formally request an Individualized Education Program (IEP) meeting for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School's Name].

We believe that an IEP meeting is necessary to discuss [briefly state the reason, e.g., changes in academic performance, additional support required, etc.].

We would appreciate the opportunity to meet with you and the IEP team at your earliest convenience. Please let us know a few available dates and times that work for the team.

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

Sincerely,

[Your Name]

[Your Relationship to Child, e.g., Parent/Guardian]