

Complaint Regarding Special Education Services

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Recipient Title]
[School District/Organization Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concern regarding the special education services provided to my child, [Child's Name], who is enrolled in [Grade/Program] at [School Name]. Despite the commitments outlined in their Individualized Education Program (IEP), I have observed several issues that have not been adequately addressed.

Specifically, I would like to bring to your attention the following concerns:

- [Describe the first concern, e.g., lack of appropriate accommodations]
- [Describe the second concern, e.g., insufficient support from staff]
- [Describe any additional concerns]

These issues have significantly impacted my child's educational experience and progress. I believe it is imperative that we work collaboratively to find a resolution to ensure that my child's educational needs are met effectively.

I would appreciate a prompt response to my concerns and would like to schedule a meeting to discuss this matter further. Please contact me at your earliest convenience to arrange a suitable time.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]