

Special Education Meeting Notification

Date: [Insert Date]

To: [Parent/Guardian's Name]

Address: [Parent/Guardian's Address]

Dear [Parent/Guardian's Name],

We are writing to inform you of a special education meeting scheduled for your child, [Child's Name]. This meeting is an important opportunity to discuss your child's educational needs and develop a suitable Individualized Education Plan (IEP).

Meeting Details:

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

Please confirm your attendance by [Insert RSVP Date]. If you have any questions or concerns regarding this meeting, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School/District Name]

[Contact Information]