

Inquiry for Gifted Program Assessment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the assessment process for the gifted program at [School Name] for my child, [Child's Name], who is currently in [Grade/Class]. We are interested in learning more about the criteria and evaluation methods used to determine eligibility for the program.

Additionally, I would appreciate any information regarding important dates, procedures for application, and any other relevant details that would assist us in supporting our child's potential participation in the gifted program.

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

Sincerely,

[Your Name]