

# Request for Gifted Program Assessment Results

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the results of the assessment conducted for the gifted program for my child, [Child's Name], who underwent evaluation on [Date of Assessment].

As a parent, it is important for me to understand my child's strengths and areas for growth, and the assessment results will provide invaluable insight into their educational path. I would appreciate it if you could provide me with the results at your earliest convenience.

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

Sincerely,

[Your Name]