

Application for Learning Support Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request learning support services at [Institution/Organization Name]. I believe that these services will greatly assist me in achieving my academic goals.

As a [student/individual] with [specific learning needs], I find that I can benefit from additional resources such as [specific services or accommodations needed]. These supports will help me [explain how it will assist you].

I would appreciate the opportunity to discuss this matter further and explore the available options. Thank you for considering my application.

Sincerely,

[Your Name]