

Request for Additional Learning Support Services

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request additional learning support services for [Student's Name], who is currently enrolled in [Grade/Class] at [School Name].

As we have observed, [Student's Name] has been facing challenges in [specific subject/area]. Despite various efforts, [he/she/they] continues to struggle, and we believe that extra support would greatly benefit [his/her/their] academic progress.

We kindly ask for consideration of [specific services requested, e.g., tutoring, counseling, specialized programs]. We believe that with the right support, [Student's Name] can thrive academically and emotionally.

Thank you for your attention to this matter. We look forward to your prompt response and the possibility of working together to support [Student's Name]'s educational journey.

Sincerely,

[Your Name]