

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[School District/Agency Name]

[School/Office Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Special Education Services

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the special education services provided to my child, [Child's Name], who is enrolled in the [grade/class] at [School Name]. Despite our prior discussions and meetings on [specific dates], the services outlined in [IEP/504 Plan] have not been properly implemented.

Specifically, I would like to address the following concerns:

- Failure to provide [specific service or support]
- Lack of communication regarding [specific issues]
- Inadequate attention to [specific needs or rights related to special education]

These issues are impacting my child's education and overall well-being. I request a meeting to discuss this matter further and to outline an action plan to ensure compliance with my child's educational rights.

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

Sincerely,

[Your Name]