

Dear **[Director/Coordinator's Name]**,

I am writing to express concern regarding my child, **[Child's Full Name]**, who is currently a **[Grade Level]** student in **[Teacher's Name]**'s class at **[School Name]**. **[Child's Name]** is facing challenges in learning, and I believe an evaluation for special education services is necessary.

I have observed that **[Child's Name]** is struggling with **[describe specific learning difficulties or behaviors]**. To support **[Child's Name]**, we have tried **[describe any interventions or strategies used at home or school]**.

I am aware that the evaluation process must adhere to the timelines stipulated by federal law. By signing this letter, I provide my consent for the evaluation of **[Child's First Name]** to commence. I am eager to collaborate with you and am available for a phone discussion on **[indicate days and times you are available]**.

I appreciate your immediate attention to this matter.

Warm regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

Additional sample parent letters can be found here [Requesting an Initial Evaluation for Special Education Services | Center for Parent Information and Resources \(parentcenterhub.org\)](https://parentcenterhub.org/Requesting-an-Initial-Evaluation-for-Special-Education-Services)