

Today's Date (include month, day, and year)

Your Name  
Street Address  
City, State, Zip Code  
Your email address  
Daytime telephone number

Name of Your Child's Teacher  
Name of School  
Street Address  
City, State, Zip Code

Re: Name of Child, Name of School, Purpose of Letter (Request an IEP Review Meeting)

Dear (Teacher's name),

I am writing to request an IEP review meeting. I would like to discuss making some changes in (child's name)'s IEP. I am concerned about (state your reasons, but don't go into detail about the specific changes you want to make—save those for the meeting).

I would also like to have (names of specialists or other staff) attend. I think his/her/their ideas about the changes we may need to make will be valuable.

I can arrange to meet with you and the other members of the IEP team on (days) between (give a range of time, such as between 2 and 4pm). Please let me know what time would be best for you.

I look forward to hearing from you soon. My daytime telephone number is (give your phone number). Thank you for your help.

Sincerely,

Your name

cc / copy sent to: specialists or other staff

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\* Adapted from the National Dissemination Center for Children with Disabilities