

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

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

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

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 (name 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 2:00 and 4:00). 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