

[Patty Parent]
[500 Main St.]
[Any Town, MT] [59000]
Phone: [406-555-5555]

[DATE]

[Name of Principal]
[School Address]
[City, State Zip Code]

VIA CERTIFIED MAIL (No. _____)

Re: IEP Team meeting for [insert child's name], DOB: [insert date of birth]

Dear [Mr./Ms.] [Name of Principal],

I am writing as the educational rights holder for [insert child's name] ("Student") who attends the [insert grade] grade at your school and is currently eligible for special education. I am writing to formally request an IEP team meeting for the purpose of [insert reasons why you want an IEP team meeting at this time].

Accordingly, please send me written notice of a proposed date for the IEP meeting that is within thirty days of the date of this letter. If you have any further questions regarding this correspondence, do not hesitate to contact me. You can reach me at: (phone number) and/or (email). Thank you in advance for your anticipated cooperation in this matter.

Sincerely,

[insert your name]

c: [insert name of district special education director – send copy of this letter to this person]