

(Date of Letter)

(School Administration)

(School Name)

(Street Address)

(City, State and Zip Code)

RE: Special Needs Request

Attn: School Administrator

Dear School Administrator:

Kindly provide the undersigned a listing of provisions available at your school for special needs such as the following:

(describe special needs such as handicapped ramps, special education, ADA compliance, etc.). It is imperative that this information be provided to the undersigned at the earliest possible date in order for me to complete an evaluation of your school's special needs provisions and its ability to accommodate my child with the following special needs:

(list special needs).

Thank you in advance for your compliance with this request.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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