**Prior Written Notice (PWN) Sample Parent Request Letter**

Dear [Special Education Director/IEP Case Manager],  
  
I am requesting a Prior Written Notice (PWN) in accordance with 34 C.F.R. §300.503. Please include the district’s proposals and/or refusals regarding identification, evaluation, placement, and FAPE as discussed at my child’s IEP meeting. Ensure the PWN includes **all** required elements under IDEA. Thank you.  
  
Sincerely,  
[Parent’s Name]  
[Contact Information]