

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

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

Name of IEP Coordinator/Evaluator Name of School Street Address City, State, Zip Code

Dear (IEP coordinator),

Thank you for your help in preparing an evaluation plan for my child, (child's name). I look forward to completion of the evaluation, and I look forward to seeing the report(s).

Would you please provide a copy of the report(s) to me as soon as it is available? This will allow me enough time to review the results before any meeting that determines my child's eligibility for special education services.

Thank you very much for your help. If you have questions, please feel free to contact me at (your phone number).

Sincerely,

Your name