

Sample Letter: Positive Feedback

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

Today's Date (Include month, day, year)

Full name of Teacher, Principal, or Superintendent
Name of School/Organization
Street Address
City, State, Zip Code

Dear _____

I am writing to let you know that I am very pleased with (full name of your child's) special education program.

(First name of your child) has had great success with (briefly say what went right and name the professionals working with your child).

We look forward to continuing progress. Thank you for all your efforts on behalf of my child. My daytime telephone number is (000) 000-0000.

Sincerely yours,

Your full name

cc: Principal of the school and/or
The Director of Special Education receives a copy.