

## Sample Letter: Sharing Concerns

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

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

Full name of Person to whom you're writing  
Title  
Name of School/Organization  
Street Address  
City, State, Zip Code

Dear (Name of person; use title and last name),

In this paragraph explain who you are, give the full name of your child and his or her current class placement, and, VERY BRIEFLY, explain the reason you are writing.

In this paragraph explain what you would like to have happen or what you would like to see changed. You may BRIEFLY say what you would not like, but spend most of this paragraph saying what you want.

Say what type of response you want. For instance, do you need to meet with anyone, do you want a return letter, or a phone call?

Finally, give your daytime telephone number and let them know that you expect to hear from them soon (or give a date such as, "by the 15th").

Sincerely yours,

Your full name

cc: Send copies of this letter to anyone that you feel need to be kept in the loop!