

[Patty Parent]  
[500 Main St.]  
[Any Town, MT] [59000]  
Phone: [406-555-5555]

[DATE]

[Name of Principal]  
[School Address]  
[City, State Zip Code]

**VIA CERTIFIED MAIL** (No. \_\_\_\_\_)

Re: IEP meeting for [insert child's name], DOB: [insert date of birth]

Dear [Mr./Ms.] [Name of Principal],

Thank you for the opportunity to meet with [insert child's name] on [insert date of IEP meeting]. Based on that meeting, [I have the following concerns – list them out] [and/or– I need the following information – list it out]. I would appreciate a written response to this letter by [insert date]. You can reach me at: [insert phone number] and/or [insert email]. Thank you for your prompt attention to this matter.

Sincerely,

[insert your name]

c: [insert name of district special education director – send copy of this letter to this person]