

**SAMPLE LETTER  
REQUEST FOR IEP MEETING**

DATE

Director of Special Education  
\_\_\_\_\_ School District

Re: CHILD'S NAME

Dear \_\_\_\_\_:

I am writing to request that an Individualized Education Program (IEP) meeting be set up as soon as possible for my son/daughter, \_\_\_\_\_, a special education student with \_\_\_\_\_ (disability). His last IEP was on DATE.

My child's date of birth is XX/XX/XX. He/she is in the \_\_\_ grade. He/she is attending the \_\_\_\_\_ school, in this school district. I am the parent/guardian of Child. My residence address and telephone number are \_\_\_\_\_.

I believe \_\_\_'s Individualized Education Program must be modified to address his ongoing unmet needs, in order to assure his right under the Individuals with Disabilities Education Act, as amended in 1975 (IDEA), to a Free Appropriate Public Education (FAPE), in the Least Restrictive Environment (LRE). Specifically, I am looking for \_\_\_\_\_.

If you have any questions, please feel free to contact me. Thank you for your anticipated cooperation and prompt assistance.

Very truly yours,

\_\_\_\_\_