

[Date]

To Whom It May Concern:

I am requesting a case study evaluation for [insert child's name]. I understand that you will have 60 school days to begin this evaluation.

Our concerns include:

- 1)
- 2)
- 3)
- 4)
- 5)

Please contact me at [insert phone number and e-mail] with any questions you may have.

Thank you,

[name of parent/guardian]