**Request for Meeting**

Date

Name of School

Address

Phone Number

Dear (Teacher’s name),

I am writing to request an (IEP review meeting, Section 504 meeting, RTI meeting, Parent-Teacher Conference). I would like to discuss making some changes in my child’s (educational/ behavioral) intervention program.

I am concerned about (state your reasons, but don’t go into detail about the specific changes you want to make—save those for the meeting).

I would also like to have (names of specialists or other staff) attend. I think his/her/their ideas about the changes we may need to make will be valuable.

I can arrange to meet with you and the other members of the intervention team on (days) between (give a range of time, such as between 2 and 4pm).

Please let me know what time would be best for you.

I look forward to hearing from you soon. My daytime telephone number is (give your phone number).

Thank you for your help!

Sincerely,

Your name,

I may be contacted at:

Name

Address

City, State Zip code

cc / copy sent to: Principal