



Sample Letter

Please note: It is very important that all correspondence be dated and that you keep a copy for your records.

SAMPLE REQUEST FOR TEST RESULTS

[Date]

Dear [School Principal],

I am requesting a copy of the most recent test results and written observations made in regard to my son/daughter [Name of child], who is a student at [school] in [grade/class].

Please contact me at your earliest convenience regarding this matter.

I look forward to hearing from you.

Sincerely,

[Your name, address, telephone number and email address]

cc: [List of other people to whom you are sending a copy of this letter]