

Your Name
Street Address
City, State, Zip Code
Telephone number
E-mail Address

Date

Administrator's Name
Title
School Name
School Address
City, State, Zip Code

Re: Request that the IEP meeting for your child's name be rescheduled

Dear Mr./Ms. Administrator's Last Name,

The Name of School District notified me that my child's IEP meeting is scheduled to be held on Date at Time. I am unable to attend the IEP meeting on that date and time. I am writing to request that the IEP meeting be rescheduled.

I can arrange to meet with you and the other members of the IEP team on (days) between (give a range of time, such as between 2:00 and 4:00). Please let me know what time would be best for you. I look forward to hearing from you soon.

Thank you for your prompt response.

Sincerely,

Your name, relation to child