

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 for an IEP meeting for your child's name

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

I am writing to request that an IEP meeting be held for my child as soon as possible and in no more than 30 days pursuant to 34 C.F.R. § 300.324 and Cal. Educ. Code §§56343 and 56343.5.

This meeting is necessary because describe current or ongoing problems that needs the team to reconvene at a time other than the annual IEP.

Thank you for your prompt response.

Sincerely,

Your name, relation to child