Today's Date (include month, day, and year)

Your Name  
Street Address   
City, State, Zip Code  
Daytime telephone number

Name of Person to Whom You Are Writing  
Title  
Street Address  
City, State, Zip Code

Dear (name),

I am writing to let you know how very pleased I am with the education my son/daughter, (child's name) is receiving at (name of school).

(Child's name) has had great success with (briefly say what is going right). In particular, (name the professionals working with your child and how they have made a difference).

I look forward to (child's name) continuing progress. Thank you for all your efforts, and those of your staff.

Sincerely,

Your name

cc: If you write to the school district's Superintendent or Director of Special Education, make sure to copy the people who directly deserve recognition for your child's success - the principal, teachers, and other staff.

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