**Sample Letter Request for IEP Meeting to Change the IEP**

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Special Education Coordinator)  
Local School District  
Address  
City, State, Zip Code

Dear (name of Special Education Coordinator),

I am writing to request an IEP meeting to discuss changing \_\_\_\_\_\_\_\_ [child's name]'s IEP. I am requesting this meeting because \_\_\_\_\_\_ [state your reasons, but limit discussion about the specific changes you want to make because you will want to hear the school's position at the meeting].

I would also like to have \_\_\_\_\_\_\_\_ [names of specialists or other staff] attend because [his/her/their] ideas about the changes we may need to make will be valuable.

I am available to meet with the IEP team on \_\_\_\_\_\_ [list days you are available] 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 within five school days of the date you receive this letter. The best number to reach me at is \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Thank you for your help.

Sincerely,

Your signature

Your name  
Address  
City, State, Zip Code  
Telephone Number  
Email Address (if you check it regularly)

cc: include others who you think might need to know about your request.