**Date**

(**Name of Principal or 504 Coordinator)**  
(**Name of School)**  
(**Street Address)**

**(City, State Zip Code)**

Dear **(Principal or 504 Coordinator)**:

I request that my child, **(Child's Name, Date of Birth)**, be considered for a 504 plan. **(Child's First Name)** is in the **(X)** grade at **(Name of School)**. **(Child’s First Name)** is struggling in school and may need modifications and accommodations in order to learn.

Specifically, my concerns relate to how the following major life activities are being impacted: **(list a few direct examples of your child's problems at school).**

I look forward to talking with you about **(Child's Name)**. You can send me information by email or mail or call me at **(daytime telephone number)**. Thank you for your prompt attention to this request.

Sincerely,

***Signature***

**Parent Name**

**Address**

**City, State, Zip Code**

**Phone Number**

**E-Mail address**

cc: **your child’s principal (if letter is addressed to the 504 Coordinator)**