**Date**

**(Name of CSE Chairperson)**

**(Name of School District)**  
**(Address of School)**

**(City, State Zip Code)**

Dear **(Name of CSE Chairperson)**:

My child, **(Child’s Name)**, date of birth **(date of birth)**, attends **(School Name)**. I request a CSE meeting for the following reasons: **(list reasons).**

Please contact me to schedule a CSE meeting at a mutually agreeable time and place.

Thank you for your help. I look forward to hearing from you soon on this matter.

Sincerely,

***Signature***

**Parent Name**

**Address**

**City, State, Zip Code**

**Phone Number**

**E-Mail address**