Today's date **Note: VERY important to include date!**

Mr. John Smith, Director of Special Services

Local School District

Address

Anywhere, Missouri 69999

Dear Mr. Smith:

Our son, Joe Clark, is having problems.... [state what.] Please evaluate him to see if he might be eligible to receive services through your program as well as Head Start. His birth date is [birth date].

Please include Head Start staff in any meetings.

Sincerely,

Mary and Walter Clark

111 North Street

Anywhere, Missouri 69999

Phone: 555-9999

**NOTE: REMEMBER TO KEEP A COPY!**