

IEP Meeting Follow-Up Letter

(Date)

(Mr./Ms. Principal's Name)
(School Name)
(School Address)

Dear (Mr./Ms. Principal's Name):

I am writing to thank you and (child's name) school team for meeting with me on (date of meeting). I appreciate the hard work everyone is doing to help (child's name).

I want to make sure I understand some of the important things we talked about at the meeting.

(Briefly list major points made at the meeting, and what was resolved.)

If I have misunderstood any of these items, please let me know. You can contact me by way of the information below.

Thank you again for your help and support.

Sincerely,

(Your Name)
(Your Contact Information)