***SAMPLE - Writing a Positive Feedback Letter***

Today’s Date (include month, day, and year)

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

Name of Person to Whom You Are Writing

Title

Street Address

City, State, Zip Code

Dear (name),

I am writing to let you know how very pleased I am with the education my son/daughter, (child’s name), is receiving at (name of school).

(Child’s name) has had great success with (briefly say what is going right). In particular, (name the professionals working with your child and how they have made a difference).

I look forward to (child’s name) making continued progress. Thank you for all your efforts, and those of your staff.

Sincerely,

Your name

*The “cc” at the bottom of the letter means you are sending a carbon copy of your letter to the people listed after the cc.*

cc: If you write to the Superintendent or Director of Special Education, make sure to copy they people who directly deserve recognition for your child’s success – the principal, teachers, and other staff.