**Sample Parent Letter to School Administrator —Follow-Up About 504 Plan Complaint**

Date (include month, day, and year)

Dear (Name of Administrator),

My name is (name) and I am the parent of (child’s first and last name). I wrote to you on (date) addressing some concerns I have about the implementation of my child’s 504 plan. I also called and left a message on (date) to ensure that you had received my letter. However, since I still have not heard from you, I thought it best to write again.

I have enclosed a copy of my first letter to you as a reference. I can be reached by phone at (phone number) or email at (email address). If you are unable to respond by (give a date; 3-5 business days is reasonable). I wanted to let you know that I will contact the 504 coordinator at the school district for assistance.

Thank you in advance for your prompt attention to this matter.

Sincerely,

(Your name)