[Your Address]

[SENCO's Name]

[School Name]

[School Address]

Date:

Dear [SENCO's Name],

I hope this letter finds you well. I am writing on behalf of [Student's Name], a student at [School Name], regarding an important matter related to their educational needs.

[Student's Name] has been diagnosed with dyslexia, a condition that affects their ability to read and comprehend text efficiently. As their educators, it is imperative for us to ensure that they receive the necessary accommodations to support their learning journey. With this in mind, we are reaching out to request your assistance in providing documentation that confirms [Student's Name]'s learning difficulties to the Driver and Vehicle Standards Agency (DVSA).

As you may be aware, [Student's Name] is preparing to undertake their theory test, a significant milestone in their academic and personal development. Given their condition, we firmly believe that [Student's Name] requires additional time during examinations to fully demonstrate their knowledge and understanding. Moreover, they may benefit from having someone present to read aloud the content displayed on the screen and to assist in recording their responses. Additionally, [Student's Name] may occasionally require questions to be reworded to facilitate comprehension.

We understand the importance of providing appropriate support to ensure that [Student's Name]'s educational experience is both inclusive and conducive to their success. Therefore, we kindly request that you prepare a letter detailing [Student's Name]'s dyslexia diagnosis and the accommodations they require during examinations. This letter will serve as vital documentation to be forwarded to DVSA, demonstrating [Student's Name]'s need for additional support during their theory test.

We trust in your expertise and commitment to advocating for [Student's Name]'s educational needs. Your prompt attention to this matter would be greatly appreciated. Once the letter is ready, please email it to [Student's Name]'s parents at [Parent's Email Address].

Warm regards,

[Your Name]

[Your Position]

[Contact Information]