

**Sample Letter Declining Scheduled IEP Meeting and  
Requesting the IEP Meeting Be Rescheduled**

Mary Parent  
500 Oak Street  
Centerville, IN 60010  
(899) 555-1234

April 5, 2002

Dr. Alan Brown  
Independent School District #1  
1000 Central Avenue  
Centerville, IN 60010

Reference: Jennifer Parent  
DOB: 01/03/90  
School: Stonewall Elementary School

Dear Dr. Brown:

On Thursday, April 4, I received a letter from you advising me that an IEP meeting had been scheduled for Monday, April 8, at 2:15 p.m.

I regret that I must ask that this meeting be rescheduled. Unfortunately, I cannot cancel my work obligations on such short notice. I hope this request does not inconvenience the team members. As I advised your secretary, I am available on April 10, 11, and 12.

If you have any questions, please call me at work (555-9876) or at home (555-1234) after 6:00 p.m. I look forward to meeting with the team on one of these dates.

Sincerely,

Mary Parent