**(Insert Agency Rep /Agency Info)**

Ms. Jane Doe

Michigan Rehabilitation Services

25900 Greenfield Road

Suite 430

Oak Park, Michigan 48237

Date:

Student: IEP Date:

Dear (Agency Representative/Insert Name),

This letter serves as notification that consent has been given to invite you to the Individualized Educational Program (IEP) meeting for **Student Name.** You are being invited because of the transition services that are provided by your agency to **Student Name**. Please see the attached copy of IEP invitation letter with the participants’ names, date time and location of the IEP meeting.

We hope that you are available to attend **Student Name** IEP meeting, as your input and knowledge would be very helpful in aligning transition service to assist **Student Name** in moving toward their goals. I will contact you to confirm your attendance, or feel free to contact me at least 2-3 days before the scheduled IEP meeting if you have any questions or concerns at **(248) insert #** or email me at **Insert Email**

Yours truly,

Cc: Student file