

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Subject: Follow-up Evaluation for Fine Motor Skills Development

Dear [Parent/Guardian Name],

We are contacting you regarding [Child's Name]'s recent developmental screening at [School/Center Name]. During our initial assessment, we observed that [Child's Name] may require a more detailed evaluation of their fine motor skills.

Fine motor skills involve the coordination of small muscles in the hands and fingers. These skills are essential for daily activities such as drawing, using scissors, buttoning clothes, and eventually writing. A follow-up evaluation will help us determine if additional support or specialized interventions are needed to help your child succeed.

The evaluation is scheduled for:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Specific Room/Office]

Please confirm your attendance by [Deadline Date] by calling [Phone Number] or emailing [Email Address]. If this time does not work for you, we are happy to reschedule.

We look forward to working with you to support [Child's Name]'s growth and development.

Sincerely,

[Your Name]

[Your Title/Role]

[School/Organization Name]