

Figure 1

Student Introductory Letter Sample

To: Dr. Kendra Williams, Office of Disability Services Director

From: Sally Baker, Student ID #XXXXXX

Date: Month, Date, Year

Subject: Summary of Performance

Dear Dr. Williams,

Attached, please find my Summary of Performance (SOP) portfolio, which contains the following parts:

- 1. My background and diagnosis information.*
- 2. My post-secondary goals.*
- 3. A summary of my academic and functional performance.*
- 4. Services I received at Lincoln High School and recommendations from my teachers and school professionals on how to help me achieve my post-secondary goals.*
- 5. My perception of my disability, its effect on my performance, and accommodations that have been helpful for me in school settings.*

My SOP is very important to my success at King's University. I welcome the opportunity to meet with you in the near future and discuss the contents of my SOP portfolio.

Thank you for your consideration.

Sincerely,

Sally Baker

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