Today's Date (include month, day, and year)

<div align="right">
Your Name
Street Address
City, State, Zip Code
Your email address
Daytime telephone number
</div>

Name of Principal
Name of School
Street Address
City, State, Zip Code

Re: Child's Name, Name of School, Purpose of the Letter (Request for Meeting)

Dear (Principal's name),
My name is (name) and my child, (child's name), is a student in the (__) grade in (name of teacher)'s class at (name of school). (You may want to add something positive here about your child's situation before you state your reason for writing.)

I am writing because (give a brief explanation. Give relevant history and facts that support your concerns. For example, your third grader is struggling in school and you want to ask for help. You might say that your child's schoolwork has been getting worse throughout the year. That fact is relevant. Something from your child's infancy probably isn't.)

To address this situation, I would like the school to (state what you would like to have happen or what you would like to see changed. You may briefly say what you would not like, or what has been tried and not worked. However, spend most of this paragraph saying what you want.)

(Say what type of response you would prefer. For instance, do you need to meet with someone, do you want a return letter or email, or will a phone call be preferable?)

My daytime number is (give your phone number). I look forward to hearing from you. I would appreciate a response by (give a date one or two weeks from the letter). Thank you for your attention to this matter.

Sincerely,

Your name

cc / copy sent to: your child's teacher
                   other staff

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