

# Request for Curriculum Overview

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an overview of the curriculum for the upcoming academic year at [School/Organization Name]. As a [parent/guardian/teacher/prospective student], I believe that understanding the curriculum will greatly assist in [reason for request].

Could you please provide me with a detailed overview of the subjects offered, key learning objectives, and any other relevant information? I would greatly appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Relationship to Student]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]