

Request for Private School Uniform Purchase

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip] [Your Email] [Your Phone Number]

[School Name] [School Address] [City, State, Zip]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request the purchase of the required uniform for my child, [Child's Name], who is enrolled in [Grade/Class] at [School Name].

As the school year is approaching, I would like to ensure that we have the appropriate attire ready for my child. Please provide guidance on the uniform specifications, available vendors, and any upcoming deadlines for orders.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]