

Attendance Request for Private School Board Meeting

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[School Board Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request permission to attend the upcoming meeting of the [School Board Name] on [Insert Date]. As a parent of [Child's Name], who is enrolled in [Grade/Class], I believe it is important to stay informed and involved in the decision-making processes that affect our children's education.

I understand the agenda includes [briefly describe agenda items if known], and I would like the opportunity to contribute to the discussions and offer my perspective on matters concerning our school community.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]